

# AIGERIM 'AIKA' TAZHIBAYEVA

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404.729.3692

## WORK EXPERIENCE :

**08/2021-CURRENT**

**Bartender/Server, Houston's restaurant**

- Standing/Walking around for long periods of time (8-14 hours)
- Providing excellent customer service, care and going above and beyond for guests
- Team work- consolidating, communicating and circulating.
- Dealing with angry guests
- Working in a tight space behind the bar
- Ensuring clean and safe environment for our guests

**2021-CURRENT**

**REAL ESTATE AGENT, EXIT REALTY WEST MIDTOWN**

- Negotiating
- Preparing the property for sale
- Working with difficult clients
- Preparing all the legal documents, writing contracts etc.

**11/2019-07/2020**

**FRONT OFFICE/SALESMAN, DIAMONDS DIRECT**

- Customer service
- Update daily customer database system
- Conduct follow up contact with current consumer orders
- Responding to customers request via email
- Assist customers on selecting various cuts of high quality diamonds

**05/2018 – 10/2019**

**SALES MANAGER, ESSENCE**

- INCREASED SALES BY 22% WITHIN 30 DAYS OF HIRE
- DEMONSTRATE PRODUCTS TO CUSTOMERS TO ASSIST THEM IN THEIR PERFUME SELECTION
- FILE CUSTOMER ORDERS FROM STOCK
- ADVISE CUSTOMERS ON VARIOUS HIGH QUALITY COLOGNE AND PERFUME
- EXAMINE RETURNED ITEMS FOR DEFECTS, AND ASSIST CUSTOMERS THROUGH RETURN PROCESS

**01/2015 – 07/2015**

**TRANSLATOR, LLC MANGILIK NURZHARIGI**

- TRANSLATE COMMUNICATION FOR VARIOUS LANGUAGES ; ( RUSSIAN, CHINESE, KAZAKH) TO ASSIST WITH TRANSACTION
- PROOFREAD, EDIT, AND REVISE TRANSLATED MATERIALS
- TRANSLATE WRITTEN MATERIALS, SUCH AS LEGAL DOCUMENTS, CONSTRUCTION PERMITS
- TRAVEL WITH OR GUIDE CLIENTS WHO SPEAK FORIEN LANGUAGES

## **EDUCATION**

**JUN 2014**

**XI'AN INTERNATIONAL STUDIES UNIVERSITY - XIAN SHI, SHAANXI**

**BACHELOR, INTERNATIONAL RELATIONSHIPS**

**JUN 2009**

**CASPIAN UNIVERSITY - ALMATY**

**COLLEGE, LAW**

- Graduated with honors

## **SKILLS**

SALES AND MARKETING

CRITICAL THINKING

TRANSLATION

CUSTOMER SERVICE

EFFECTIVE LEADERSHIP

NEGOTIATION

ACTIVE LISTENING AND LEARNING

FLUENTLY MULTILINGUAL : ENGLISH , RUSSIAN ,  
KAZAKH , CHINESE .

TIME MANAGMENT

## **References:**

### **Houston's**

Store manager:

Work: 404-262-7130

Cell:

Caelan

### **EXIT Realty West Midtown**

Broker: Michael Williams

Office: 470-749-9378

Cell: 770-241-4163

### **Essence LLC**

Store owner: Avi Katz

Work: 2054038850

Email: avi55katz@hotmail.com

**Diamonds Direct**

Store manager: Iryne Chucherilova

Work: 2052017400

Email: [irynechucherilova@diamondsdirect.com](mailto:irynechucherilova@diamondsdirect.com)