

# SIMONA ZHUKOVSKI

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## WORK EXPERIENCE

New Generation Medical, Brooklyn, NY

*Receptionist, Billing Assistant, Health Coach, Jan 2012 – Present*

Checking eligibility and benefits verification for treatments, hospitalizations, and procedures. Obtaining referrals and pre-authorizations as required for procedures. Answering phone calls and completing clerical work. Preparing, reviewing, and transmitting claims using billing software, including electronic and paper claim processing. Checking eligibility and benefits verification for treatments, hospitalizations, and procedures. Reviewing patient bills for accuracy and completeness, and obtaining any missing information.

Institute for European, Russian and Eurasian Studies, Washington, DC

*Research Assistant, Oct 2018 – Feb 2019*

Transliterating Russian texts to English. Compile and locate relevant sources and documents.

Brooklyn College-Mellon Undergraduate Research Program, Brooklyn, NY

*Research Assistant, Jan 2017 – May 2017*

Transliterating Russian texts into English. Compile and locate relevant sources and documents.

D&D Fine Arts Services, Brooklyn, NY

*Art Handler, Jun 2015 – Present*

Installing and deinstalling art work in galleries and trade shows. Packing up, unpacking, and storage of fine art. Writing condition notes and consignment notes.

Barynya Ensemble, Tatiana Restaurant, Brooklyn, NY

*Professional Dancer, Jan 2014 – Present*

Performing in weekly cabaret show, private and corporate events, cultural festivals.

Top Spot and Diva Spa, Brooklyn, NY

*Master of Ceremonies, Party Host, Nov 2013 – Present*

Running entertainment for children's birthday parties.

BBASI NY, Manhattan, NY

*Interpreter, Jun 2013 – Aug 2016*

Translating ballet classes and relevant comments from Russian to English.

## EDUCATION

- Brooklyn College, B.A. History (May 2017)
- Brooklyn Technical High School, High School Diploma with Advanced Regents Designation (Jun 2013)

## ADDITIONAL SKILLS, CREDENTIALS AND LICENSES

- Russian - Advanced Proficiency in Reading, Writing, and Speaking
- Licensed Health Coach