

Max Levotman

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Education

Santa Monica College, Santa Monica

June 2024

Associate's Degree in Business Administration

Relevant Coursework

Business Law and the Legal Environment, Introduction to Business, Microeconomics, Macroeconomics, Corporate Financial and Managerial Accounting, Introduction to Financial Accounting, Elements of Public Speaking

Experience

Car Pros Kia Glendale Automotive Salesperson, Glendale

October 2024 - March 2025

- Built strong rapport with customers to understand their unique needs and recommend appropriate products and services.
- Collaborated with team members to achieve sales goals while considering KPIs and improve overall customer satisfaction to consistently meet and exceed quota.
- Managed customer inquiries through responsive communication on various platforms including call, text, email, etc. to ensure consistent engagement and returning clients.
- Assisted customers in navigating product options and financing, providing a smooth and informative buying experience.
- Gained hands-on experience with CRM software to track leads, manage customer relationships, and improve sales strategies.

Print & Design Solutions Inc. Merchandise Salesperson, Los Angeles

November 2022 - present

- Facilitated merchandise purchases while providing excellent customer service through engaging and consistent communication to create a lively experience
- Maintained inventory records in relation to sales
- Prepared and organized facility for sales

Swim Right Academy Swim Instructor/ Swim Team Coach, Los Angeles

October 2019 - September 2022

- Created and taught innovative swim curriculum for diverse young children to older adults in individual and group settings
- Coached, facilitated, and led swim team practices and events
- Collaborated with swim instructors, staff members, and management to ensure quality programming and services
- Communicated with patrons to ensure a welcoming environment meeting their learning goals

Volunteer Experience

Jun Chong Taekwondo Tournaments, Los Angeles

2013 - 2017

- Refereed and judged as a timekeeper, scorekeeper, certificate writer, award giver, and judge

Paradiso Parade Floats (Rose Parade), Pasadena

December 2015

- Collaborated with other volunteers to help decorate a float and filled vials
- Assisted with gluing, cutting, supplies

Activities

Bruin Swim Club

2017 - 2019

Royal Swim Team

2015 - 2017

Black Belt in Tae Kwon Do and Hapkido, 1st Dan

2017

Lenny Krayzelburg Swim Academy

2012 - 2015

Certifications

CPR, AED & First Aid Certification

June 2018, January 2022

Skills

Computer: Microsoft Word, PowerPoint, Microsoft Excel, Microsoft Teams, Outlook, Canva, Google Drive

Language: Fluent in English and Russian, Good Communication Skills