




GEORGE BUKHIN



Contact

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Skills

Work Ethic	
Relentlessness	
Problem Solving	
Leadership	
Strategic Planning	
Social Media	
Entrepreneurship	
Public Speaking	
Teamwork	
Project Management	
Community Outreach	

Summary

Highly motivated, creative problem solver with the capability to learn and succeed in a variety of duties. Minimal supervision required, results guaranteed. Striving to make a positive impact and a difference in this world.

Language

- English
- Russian: Fluent, native speaker with basic reading & writing skills
- Spanish: Basic working proficiency

Experience

Chief Operating Officer

AUG 2015 – PRESENT

AKeyMark – Santa Monica, CA | www.AKeyMark.com

- Help cultivate the growth of a thriving legal services platform through top quality web development, comprehensive financial management, and recruitment of new talent
- Maximize user experience through cutting edge front end design, backend development, and consistent IT infrastructure management
- Initiate cost saving measures and develop well-organized operating budget; Use QuickBooks to complete accounting tasks
- Recruit top notch pool of candidates; Conduct thorough interviewing process; Negotiate employment offers and finalize hiring agreements
- Develop marketing and business growth strategy; Advise team according to organizational vision and financial goals; Deliver detailed progress reports to CEO

Property Manager

SEPT 2015 – PRESENT

ASA Enterprises – Santa Monica, CA

- Maintain an exceptional living environment and oversee multiple property management functions as Manager of 22-unit apartment building
- Coordinate repairs with contractors and outside vendors; Direct maintenance projects from initial bid to final inspection and approval; Oversee maintenance team to ensure timely progress
- Act as first point of contact for building residents to resolve all problems; Provide friendly and attentive customer service; Collect, process and track rent payments

Special Projects Manager

MAY 2014 – PRESENT

Sherman IP LLP – Santa Monica, CA | www.ShermanIP.com

- Use multidisciplinary approach to develop complex projects, in web development, marketing, social media management and team leadership, that support business growth and development
- Assist with marketing and promotions – Produced and implemented innovative marketing initiatives that generated over \$100,000 in revenue in the first year
- Lead web development – Redesigned outdated website by creating, launching and maintaining a new, user-friendly website, which increased customer engagement
- Assist and engage in multiple aspects of the business, including Human Resources, IT Operations, Property Maintenance and General Operations
- Create and distribute engaging marketing materials including the firm's monthly newsletter, Facebook, LinkedIn, Twitter and YouTube

Infantry Machine Gun Squad Leader

JUN 2009 – FEB 2016

United States Marine Corps – Golf Co. 2nd BN 23rd Marines

- Provide comprehensive training to develop a high-spirited, well-prepared, and tactically efficient machine gun squad of 2 teams with 3 marines each
- Improve and maintain the superior physical fitness of a 6-person squad by creating and implementing a thorough fitness training program
- Implement a well-organized maintenance plan to ensure the proper upkeep of each weapon system for safety and efficiency
- Implement training during overseas deployment including two assignments overseas to work with 8 foreign militaries in over 10 countries

Founder and Chief Patriot

MAY 2015 – DEC 2015

mmPatriot – Santa Monica, CA | www.mmPatriot.com

- Serve as Chief Patriot and Founder – Completed initial launch phase including website development and execution of marketing strategy in 72 hours
- Installed dozens of American Flags all over Los Angeles County for residential and commercial businesses to promote patriotism, community and unity
- Lead promotion and public relations – Helped organization gain featured press coverage on Breitbart, The Dennis Prager Show, Conservative Tribune and the Santa Monica Daily Press
- Uplift, support and galvanize disadvantaged military veterans by hiring homeless veteran to assist with marketing and promotions

Education

Penn State University, Junior

Bachelor of Science (B.S.), Marketing & Management

2014 – PRESENT

Organizations

Board Member, Professional Development & Networking Committee Chair

ATID: LA's Premiere Community of Jewish Young Professionals – Los Angeles, CA

MAR 2015 – PRESENT

Participant

Community Leadership Institute (CLI), L.A. Jewish Federation – Los Angeles, CA

- ❖ CLI is a 15 month intensive leadership program aimed at developing skills in leadership, community building and strategic networking by working with fellow service-minded peers, receiving mentorship from successful leaders, research projects and community service events.

SEPT 2015 – PRESENT

Participant

Leadership Training Initiative (LTI), AIPAC

- ❖ LTI is a 6 month intensive leadership program and training in the skills, knowledge and strategies required to strengthen the U.S.-Israel relationship. Learned helpful tactics in building and fostering relationships with politicians, including presenting, lobbying and messaging.

NOV 2015 – PRESENT

Member

Birthright Leadership Council

MAR 2015 – PRESENT

Member

The American Israel Public Affairs Committee (AIPAC)

FEB 2015 – PRESENT

Kahn Fellow

Los Angeles Jewish Federation – Los Angeles, CA

- ❖ Organized meaningful experiences for the Los Angeles Jewish community and introduced them to the plethora of advancement opportunities the city provides; Received mentorship in leadership, community organizing and project planning

SEPT 2014 – APR 2015

Community Service (in order of current time commitment/importance)

Executive Mentor & Volunteer

Operation Progress – Los Angeles, CA

The mission of Operation Progress is to empower underserved youth to become educated, capable, ethical and productive people who will in turn lead, mentor and contribute to society at large.

FEB 2016 – PRESENT

Volunteer

Los Angeles Holocaust Museum (LAMOTH) – Los Angeles, CA

LAMOTH dedicates itself to the commemoration and education of the Holocaust.

NOV 2014 – PRESENT

Volunteer

Make-a-Wish – Los Angeles, CA

Grants the wishes of children with life-threatening illnesses.

JAN 2016 – PRESENT

Volunteer/Recruiter

Devil Pups – Los Angeles, CA

The Devil Pups Program is a demanding physical and academic good citizenship program for young teenagers.

MAR 2016 – PRESENT

Volunteer

Santa Monica & Surrounding Areas

Beach and coastal area cleanups; food-service to homeless; elderly support

JAN 2010 – PRESENT

Volunteer

USAID Orphanage – Republic of Georgia

Helped improve condition of run down Georgian orphanage by cleaning, making repairs, and removing harmful materials, which resulted in a safer, more inviting place for the children; Support children by organizing games, activities and a toy drive that produced 15 boxes of new toys and clothes; Served as an interpreter for the staff and our command as a native Russian speaker

MAR 2013 – JUN 2013