

## OFFICE MANAGER

### Highlights

- Microsoft Office
- Social Media Marketing:
- Facebook, Instagram & Pinterest
- Critical Thinking & Problem Solving Skills
- Detailed & Organized
- Type 53 words per minute
- Written & Verbal Communication
- Leadership & Team Development
- Project Management

### Experience

01/2004 to 10/2016

Office Manager Company Name i¼ City , State

- Career Center.
- Verified, edited and approved job postings.
- Assisted employers with technical problems and job posting as needed.
- Managed main desk including monitoring phone calls, appointments and walk-ins.

07/2000 to 01/2004

Sales Manager/Account Executive Company Name i¼ City , State

- Responsible and handled all specialty and major department stores accounts.
- Developed division's sales and marketing plans strategies and goals.
- Traveled to high-profile fashion market conventions in Dallas, Atlanta and Las Vegas.

09/1999 to 04/2000

Merchandiser Assistant Company Name i¼ City , State

- Managed company account for Reebok, Inc.
- which included men's athletic apparel and Women's Olympic 2000 collection.
- Assisted in new initiative for company account Dunk.Net, the Shaq O'Neill Athletic Sport collection.
- Coordinated efficiency of Product Information Sheets for garment samples through reviewing accuracy of construction, sketches, trims and specifications.
- Performed role as a liaison between Merchandiser and Production Personnel with vendor relations to communicate fabrication timelines and other specific needs for efficient samples productions.

05/1997 to 09/1999

Sales Coordinator Company Name i¼ City , State

- Managed progression of garment sampling (i.e.
- counter, production and salespeople sampling) for Misses Sportswear.
- Assisted designing of garment accessories such as buttons, yarn and update of line sheets.
- Planned and implemented merchandise presentations.

10/1994 to 05/1997

Sales Manager Assistant/Sales Representative Company Name i¼ City , State

- Oversaw department's customer service.
- Communication liaison for buying department, identifying market research information.
- Organized sales team's meeting, shows and presentations between company and vendors.

### Education

04/2018

Bachelor of Science : Business Administration Mount Saint Mary's University i¼ City , State Business Administration

Associate of Arts Degree : Merchandise Marketing FIDM / Fashion Institute of Design & Merchandising i¼ City , State Merchandise Marketing Skills

.Net, Critical Thinking, customer service, designing, fashion, Leadership, Team Development, marketing plans, market research, market, Marketing, Microsoft Office, 2000, Personnel, presentations, Problem Solving Skills, Project Management, sales, phone, Type, vendor relations, Verbal Communication, Written