

CLIENT NAME

Address

Phone

Address

Email

SALES • CUSTOMER SERVICE

An enthusiastic and self-motivated professional trained in interior design and electrical standards, with over ten years experience in client relations. Proven success working as part of a diverse team and displaying professionalism while multi-tasking. Learns quickly, works well under pressure, and utilizes impeccable personal presentation and interpersonal skills to communicate ideas clearly and effectively.

AREAS OF EXPERTISE

- Merchandising
- Interior Design
- Personal Shopping
- Window Design
- Set Design
- Exhibit Curation
- Event Planning
- Cross-Functional Collaboration
- Relationship Development
- Client Services
- Product Expertise
- Sales Reporting
- Scheduling & Organizing
- Time Management
- Microsoft Office
- Quickbooks
- Email & Telephone Communications
- Research
- Shipping & Receiving
- Welding: TIG, MIG & Arc
- Carpentry
- UL & CE Electrical Standards
- Conversational Japanese
- Conversational German

CLIENT RELATIONS & SALES EXPERIENCE

- Assisted clients with all aspects of sales process at luxury avant-garde streetwear boutique
- Managed telephone inquiries and supervise incoming correspondence across multiple channels
- Regularly attended art events outside of office hours to network with artists, clients, and art collectors
- Effectively developed and nurtured relationships with artists, curators, galleries, and institutions in order to curate ambitious collaborative exhibitions
- Served as liaison between artists and clients to facilitate purchases of high-end artwork
- Provided exceptional customer service to clients while representing a luxury cosmetics brand
- Created a seamless luxury customer experience while assisting with in-store fashion shows and VIP client previews
- Maintained up-to-date functional product knowledge of hundreds of catalog items
- Reported sales information on a weekly, monthly, and seasonal basis
- Conducted personal and group product consultations and demonstrations in multiple boutiques

DESIGN & MERCHANDISING EXPERIENCE

- Assessed client needs and provide personal shopping service
- Created compelling window and in-store displays, positioning merchandise for maximum effectiveness
- Prepared showroom and merchandise for seasonal displays, special events, and sales
- Collaborated with experts in multiple disciplines to create set designs for award presentations, dressing rooms, and backstage areas
- Planned, organized, marketed, and provided support for exhibits throughout the entire curation process

ADMINISTRATIVE EXPERIENCE

- Organized and maintain schedules and appointment calendars
- Provided direction for a staff completing set design ideas and ordering materials for set production
- Developed comprehensive understanding of corporate structure and acute time management skills while working for a large entertainment corporation
- Provided in-depth research on artists of interest for potential gallery exhibitions

WORK HISTORY

DEMETRA ONDRIAS, ADMINISTRATIVE ASSISTANT, NEW YORK, NY	2011 - PRESENT
CANDY, SALES ASSOCIATE / VISUAL MERCHANDISER, TOKYO, JAPAN	2008 - 2010
MTV NETWORKS JAPAN, SET DESIGNER, TOKYO, JAPAN	2007 - 2010
MTV GALLERY, ARTIST / GALLERY CURATOR, SYDNEY, AUSTRALIA	2007
CHANEL AUSTRALIA, BOUTIQUE SALES ASSOCIATE, SYDNEY, AUSTRALIA	2004 - 2007

EDUCATION & TRAINING

Building Trades Level 1 – Electrical, The City University of New York, New York, NY (2015)

Interior Design Studies I: Fundamental Principles - NYU School of Professional Studies, New York, NY (2014)

Master of Fine Arts, Sculpture – New York Studio School of Drawing, Painting, and Sculpture, New York, NY (2010 – 2013)

Bachelor of Fine Arts, Art History & Photography – National Art School, Sydney, Australia (2003 – 2006)

AWARDS & DISTINCTIONS

Scholarship Program Award, Akademie der Bildenden Kunst (2004 – 2005)