

ADMINISTRATIVE ASSISTANT

Professional Summary

Stylist informed by background in art history and design. Dedicated to clear and fruitful communication through delivery of unmatched customer experiences. My interdisciplinary studies in art have taught me to approach my work with a contextualized perspective and ingenuity.

Skills

- Graphic design, composition & illustration
- Writing & Proficient Typist
- Microsoft Office Suite and social media platforms (Instagram, Twitter, Facebook)
- Painting, drawing, sculpture & weaving
- Yoga & meditation, Certified Yoga Teacher

Work History

Administrative Assistant , 04/2020 to 02/2021

Company Name " City , State

Remotely managed customer service, client scheduling, inventory and monthly profit of product sales.

Personal Assistant to Lead Stylist , 10/2018 to 03/2020

Company Name " City , State

- Personal Assistant to a 2 million dollar book, which we grew to 3 million within a year.
- Personally managed the stylist's business; coordinating client appointments, carrying out pre-appointment pulls, executing special orders, managing internal/external communications, and overseeing issue resolution.
- Curated stylist's personal online boutique, Salesfloor, as well as the presentation of product within the stylist's personal appointment room. Designed etagere, jewelry display and the stylist's personally requested stock (on Memo pieces).
- Processed all sales, allowing the stylist to give undivided attention to clients.
- Independently led styling appointments as needed. Coordinated tailoring and personal styling during the alterations process.
- Styled full bridal parties, including celebrity clients and a Vogue feature.
- Styled "Saks Limitless Clients" for travels to New York and Milan Fashion week, where they attended runway events. As well as styling for galas and benefits such as the Oscar de la Renta Lake Tahoe Benefit.
- Assisted and facilitated private country club MTM Armani Event.
- Consistently monitored Stylist's Sales Performance, followed up with strategies to improve performance and successfully maintain a trajectory to meet sales goals.
- Organized and styled quarterly fashion events to present latest product arrivals and seasonal trends to Saks management, executives, and stylists.

Front Desk Receptionist, Stylist Assistant Company Name " City , State

Client and administrative responsibilities. Balancing cash drawer & end of day batch processing. Personal Assistant to salon owner.

Key Holder, Sales Representative Company Name " City , State

Sales Representative Company Name " City , State

Education

Bachelor of Arts : Fine Arts , 2017

School of The Museum of Fine Arts - Boston

High School Diploma : 2010

Brookline High School

Accomplishments

- School of the Museum of Fine Arts, The Graphic Arts Annual Show (2017) Best Illustration, Honorable Mention: "Check Check", Jumpsuit and Newsprint Page Print.

Certifications

Kripalu Center for Yoga and Health, Stockbridge, MA (2016) 200 Hour Yoga Teacher Certification