

EDUCATION

BACHELOR OF FINE ART
FLAGLER COLLEGE 2012

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SKILLS

Production Management
Project Management
Brand Management
Photography
Photoshop
Wholesale Management
Ecommerce Assistant
Marketing & Sales
Product Assembly
Screenprinting
Installation
Drawing/Painting
Indesign
Excel
Google G+Suite
Microsoft Office

REFERENCES

AMELIE MANCINI

Founder & Owner,
Amelie Mancini Studio, NYC
email: amelie.mancini@gmail.com

DANIELLA TRIGO

Sales & Account Manager,
American Design Club, NYC
email: daniellatrigo@gmail.com

RACHEL GANT

Co-Founder & Owner,
Yield Design Co.
Industrial Designer
email: rachel@yielddesign.co

EXPERIENCE

SAINT LAURENT

ECOMMERCE ASSISTANT | 2017 - CURRENT

- Day to day managing all client services for high-caliber orders, managing fraud protection with third party team, liaison between client and warehouse teams in all shipment needs for domestic and international orders.
- Work and communicate with counterparts in Paris to keep ecommerce shop up to date and in comprehensive working condition.
- Communicating with authorized wholesale retailers, Saint Laurent boutiques across the country and warehouse teams in order to sufficiently cater to the needs of high stakes clients.
- Prepare, manage and handle all in-house repairs for luxury pieces and leather goods.

YIELD DESIGN CO.

ORDERS AND OPERATIONS MANAGER/SALES & MARKETING | 2016 - 2017

- Managing orders for direct retail, wholesale accounts, and interior design trade clients and all drop-ship third party accounts.
- Created and oversaw all PO's for incoming orders while managing and overseeing all inventory. Coordinated all shipping both domestically and internationally with fulfillment center and assembly team members.
- Production coordinator - maintaining deadlines and accurate calendar timeline of production flow and manufacturing of all products; overseas and domestic.
- Marketing and Sales - scaling growth with new accounts, direct outreach, sample management. Maintaining a new and exciting web presence and social media. Increasing social media following by creating, establishing, and executing brand collaboration.
- Customer service relations - product or order issues with direct and wholesale and oversaw all quality assurance of products.

AMELIE MANCINI STUDIO

PROJECT & BRAND MANAGER/LEAD ARTIST ASSISTANT | 2014 - 2016

- Project and production management - maintained inventory, stock of products, cost analysis and oversaw the production of all direct orders, wholesale accounts, customization and brand collaborations.
- Created and managed working relationships with manufacturers and freelancers.
- Headed all retail and sales management on ecommerce shop, brand management, social media assistant, marketing outreach, and all product photography.
- Lead Screen printer - hand printing all designs on fabric, leather, suede and paper.
- Studio Manager - keeping an organized and clean coworking and office space - point person for 10-12 rotating artist. Head of all assembling, quality assurance and coordinated all domestic and international shipping.

PAUL GILMORE - PHOTOGRAPHER

STUDIO ASSISTANT | 2014

- Archiving and Digitizing Film from two decades of work.
- Studio Manager - kept clean and organized space ready and prepared for incoming models and photoshoots.

JAMISON ERNEST ART INC. & YELLOW FEVER CREATIVE

PROJECT MANAGER AND LEAD ARTIST ASSISTANT | 2013-2014

- Tasked with creating and designing the 'Bouncing Cars' artwork - Screen printed and painted all 105 original pieces on canvas and 200 limited edition archival prints.
- Created successful kickstarter campaign - raising over \$100,000.
- Led team of interns and workers in the preparation of the 12,000 sq. ft gallery and multi-functional event space in the Meatpacking District.
- Managed and oversaw large scale events with high end clients, celebrities, and artists.