

Christine Osmak

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#readytowork

Work Experience

Sales/Marketing Assistant

Commercial Seating Products, Inc. - South Hackensack, NJ

November 2019 to April 2020

- Ensure high levels of customer satisfaction through excellent sales service
- Involved in trade show preparation when it comes to product, floor plan, as well as supplies needed in order to successfully attend the show
- Responsible for content and visuals on website and ads
- Gathered potential leads for sales team as well as having my own clientele
- Prepared weekly meetings
- Made weekly, monthly, and yearly sales reports

Sales Assistant

Design Within Reach - Paramus, NJ

June 2019 to October 2019

- Assist with sales support and post-sale follow-up, including processing EAD requests, placing orders, resolving delivery issues, completing special orders and processing part requests.
- Lead Studio operations such as ordering, organizing and maintaining fabric swatch samples, maintaining Studio product inventory and escalating facilities issues.
- Maintain inventory of all Studio marketing collateral such as catalogs, sale signage, seasonal promotional items and office supplies.
- Partner with Account Executives to assist with 3-D renderings and shadow on in-home consultations and trade visits.

Marketing Assistant/Customer Service Representative

Sun Grove Foods - Passaic, NJ

September 2018 to April 2019

- Accountable for company's Amazon items via Amazon Seller Central by keeping their product pages informative and appealing to the customer.
- Handled inventory purchase orders as well as updated SKUs accordingly via Zentail to be displayed through different selling platforms such as Amazon, Ebay, Walmart, and Jet.
- Handled customer inquiries over phone, chat, and email assuring that the shopping experience was a successful one.
- Responsible for social media interaction with bloggers, chiefs, or just general individuals with questions about the company.
- Narrowed down leads for the sales department as well as assisted with bulk, wholesale, and private label accounts.

Photo Production Assistant

The Real Real - Secaucus, NJ

January 2018 to June 2018

- Style and shoot clothing on both womens and mens mannequins
- Shoot scarves and kids clothing
- Be able to reach a quota of 150+ items per day
- Work with the photo team to meet end of month deadlines (overtime often required)

Online Stylist

Rent The Runway - Secaucus, NJ

March 2016 to November 2017

- Educated and excited customers by answering their questions and providing a tailored experience based upon their interests and agenda
- Offer styling advice to a plethora of different types of customers
- Worked with a team to insure the customer is completely satisfied with their experience

Waitress

Joe's Crab Shack - Clifton, NJ

March 2011 to July 2016

- Responsible for representing the company's service objective by demonstrating high quality customer service
- Collaborate with team to most efficiently manage the volume of work necessary
- Multitask between front end and back of the house tasks

Certification in Enterprise Planning

E-commerce Intern

Modell's Sporting Goods - New York, NY

August 2014 to December 2014

- Aiding with new product assortments
- Assisting in product planning and inventory control
- Researching and reporting on market and sales trends

Showroom Intern

ICB - New York, NY

September 2013 to December 2013

- Assisted with showroom appointments including, organizing merchandise and dressing models
- Styled models for the seasonal look book
- Worked with excel to fill out order forms for potential buyers

Enterprise Planner Certification Exam v7.9

2013 to December 2013

Recruiter Intern

Choice Associates - New York, NY

June 2013 to August 2013

- Fostered potential leads for new business by researching and growing NYC based fashion organization
- Developed a matrix of years of experience vs. salary range to be utilized in recruitment.

- Performed research in networking forums in order to uncover high caliber candidates for roles
- Transferred relevant leads into an excel spreadsheet to enact strategic business development
- Assisted SVP in day-to-day tasks and record maintenance such as updating tracking systems

Sales Associate

Delia's - Wayne, NJ

May 2010 to August 2010

- In depth knowledge of merchandise in order to maintain organization, tracking, and materials
- Understood customers' needs in order to develop a strategic sales plan
- Set a positive shopping experience for customers as they entered the store

Education

Bachelor's in Fashion Merchandising Management

Fashion Institute of Technology, State University of New York

May 2013

Skills

- Excel
- Microsoft office
- Powerpoint
- Word
- Mac
- Mac os
- Customer Service
- E-Commerce
- Live Chat
- Business Development
- Strategic Planning
- Adobe Photoshop
- Branding
- Salesforce
- Marketing
- CRM Software
- Account Management
- Social Media Management
- Analytics
- Search Engine Optimization (SEO)
- Project Management
- Customer Relationship Management
- Sales Management

- Computer Networking