

Samantha Apuzzo

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[GitHub](#) | [LinkedIn](#) | [Portfolio](#)

EDUCATION

Iona College

Bachelor of Business Administration | Finance

New Rochelle, NY

May 2008

Columbia University Bootcamp

Full Stack Web-Development

New York, NY

Jan. 2021

COMPUTER SKILLS

Proficient in Microsoft Office (Excel, Word, Power Point, Outlook)

HTML5 | CSS | JAVASCRIPT | JQUERY | NODE.JS | MYSQL | MONGODB | VSCODE | HEROKU | REACT

LICENSES AND CERTIFICATIONS

NYS Real Estate License

Hudson-Gateway Realtor

2007

EXPERIENCE

Sales Manager

Diane T.

2016 –

- Maintaining clientele
- Creating visual display of all merchandise in the windows, on the floor, and through social media
- Assisting the owner in selecting and editing collections for the following buying season
- Acting as a liaison between the showrooms and the sales floor
- Managing emails, inventory and social media
- Handling all shipping

Realtor

2007 –

Currently Licensed with Douglas Elliman Real Estate

- Walking clients through the selling, purchasing, and/or renting process
- Creating a comparable market analysis for all my clients home sale and/or purchase
- Negotiating with fellow realtors on behalf of my clients
- Meeting with Lawyers, Mortgage Brokers, Appraisers, Inspectors for and with my clients

Executive Assistant/Account Executive/Production Manager

2009 – Aug. 2011

Great Joy Trading Ltd.

- Managing Presidents business and personal schedule and travel (International/Domestic)
- Preparing all and attending most executive meetings with the President
- Handling all trade show activity
- Researching retail and manufacturing competitors
- Communicating with China on a daily basis to oversee the production of goods and monitoring that deadlines are kept for both samples and production
- Placing sales orders to manufacturers in China
- Communicating and meeting with buyers to obtain sales orders on available product and/or requested goods specifically manufactured for them
- Overseeing and managing other salesmen in the office
- Issuing invoices to customers
- Sourcing new factories overseas and buyers in the United States
- Keeping track of inventory in the warehouses, in-transit, and in production
- Assuring all parts of the offices were running smoothly and communications were clear both between the China Offices and NY Offices and the NY Offices and the Customers
- Managing account reconciliation for President's 3 companies to provide accurate information for outside accountant