

Samantha Apuzzo

sa.apuzzo@gmail.com | 914.830.6854

EDUCATION

Iona College

Bachelor of Business Administration | Finance

New Rochelle, NY

May 2008

LICENSES AND CERTIFICATIONS

Columbia University

Fu Foundation School of Engineering and Applied Science
Full-Stack Web Development Bootcamp

July 2020-Present

NYS Real Estate License

Hudson-Gateway Realtor

2007

EXPERIENCE

Realtor

2007-Present

Currently Licensed with Douglas Elliman Real Estate

- Previewing homes
- 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)
- Handling vendor and client travel (International/Domestic)
- Preparing all and attending most executive meetings with the President
- Following up with contacts on behalf of the President via email and/or phone
- 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 and making sure they are paid on time
- Sourcing new factories overseas and buyers in the United States
- Keeping track of inventory in the warehouses, in-transit, and in production
- Placing pick-tickets to the warehouse and insuring delivery of goods to the customer
- 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

COMPUTER SKILLS

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

| HTML | CSS | JAVASCRIPT | JQUERY | NODE.JS | MYSQL | MONGODB | VSCODE | HEROKU