

KRYSTLE ANSARI

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Paigeboy Womenswear Clothing Label Brooklyn, NY/Austin, TX

Owner/Designer

April 2018- March 2020

- Designed and oversaw collections from concept to shipment including: coordinating and managing production with outside contractors, merchandising, styling, marketing, promotion, and logistics
- Designed and managed e-commerce store, sales, and inventory
- Handled all aspects of customer service at pop-up stores/kiosks, and for e-comm orders
- Strategized, researched, and oversaw all finances
- Produced and executed all marketing and communications
- Planned all graphic design, photography; produced all film and still photography shoots
- Conceptualized, planned, managed, and executed social media strategy across multiple platforms

Fashion Institute of Technology Continuing Education Department New York, NY

Coordinator/Accounts Payable

November 2010 - July 2019

- Oversaw contract payments for the Center for Continuing and Professional Studies; processing/tracking/allocating thousands of contract payments per year
- Reviewed the validity and appropriateness of all documents submitted for payment, including invoices, PO's and expense reports
- Order processing for all department purchases
- Managed Accounts Payable/general ledger interfaces and reconciliation processes, including A/P batch review and distribution, voucher to PO processing
- Created reports and maintained department finances; prepared fiscal year end CCPS accrual journal entries and schedules for year-end close and audit; Discuss CCPS processes and issues with the independent auditor
- Responsible for department budget lines and relocating funds, if applicable
- Assisted with contract training programs
- Participated in committee to create new classes and revise/update/modernize the existing catalog and course descriptions

DePaul University Continuing Education Department Chicago, IL

Office Administrator, Event Services

August 2007- November 2010

- Promoted from Meeting & Event Services Coordinator to Department Coordinator
- Coordinated and executed sales and marketing efforts directed at client recruitment, intake, orientation and follow-up for room reservation and contract processes
- Developed and coordinated invoice and revenue collection processes for all meeting and event functions
- Doubled revenue and activity growth within the Meeting and Events Department

EDUCATION

Fashion Institute of Technology – AFA, Fashion Design

September 2012- May 2015, New York, NY

University of Illinois – BAS, Public Health

August 2002 - December 2006, Champaign/Urbana, IL