

Professional Summary

Results-driven Accredited Diamond Jewellery Professional with 12+ years of experience in fine jewellery manufacturing, purchase, business development, and services. Proven track record of driving growth through new client acquisitions, product development, and strategic business development. Seeking to leverage expertise in leading a team to further elevate the success of a forward-thinking organization.

Professional Experience

Head of Jewellery Operations & Business Development (DE09)

Inazuma.co | January 2020 - Present

Senior Jewellery Operations Manager (DE07)

Aurum Jewels Inc. | June 2018 - December 2019

Key Achievements:

- Increased operational efficiency by 30% through process optimization.
- Developed and launched a new product line, resulting in a 25% increase in sales within the first quarter.

Responsibilities:

- Managed a team of jewellery designers and craftsmen.
- Coordinated with suppliers for material procurement.

Jewellery Design & Operations Coordinator (DE05)

JewelCraft Studios | March 2015 - May 2018

Key Achievements:

- Successfully designed and implemented a bespoke jewellery collection, praised by clients for its uniqueness.
- Improved client satisfaction ratings by 20% through enhanced customer service.

Responsibilities:

- Assisted in designing custom jewellery pieces.
- Coordinated client meetings and presentations.

Operations Assistant (DE03)

Diamond Dreams Supply Chain Co. | January 2012 - February 2015

Key Achievements:

- Streamlined inventory management, reducing stock discrepancies by 15%.
- Developed strong relationships with suppliers, leading to preferential pricing.

Responsibilities:

- Maintained inventory records and reports.
- Assisted in procurement and logistics.

Education

Bachelor of Fine Arts in Jewellery Design

Savannah College of Art and Design (SCAD) | December 2011

Technical Skills

Business Development:

- Market Analysis
- Strategic Planning
- Client Relationship Management

Product Development:

- Jewellery Design Software (e.g., CAD, SketchUp)
- Material Sourcing
- Product Lifecycle Management

Operational Management:

- Supply Chain Management
- Inventory Control Systems
- Team Leadership

Soft Skills:

- Communication
- Problem-Solving
- Time Management