

Yasmine Hedayati

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Education

New York University (Class of 2012)

Bachelor of Arts in Art History with French Minor

Université Paris IV Sorbonne (Summer 2012)

French Language and Culture courses

New York University in Florence (Fall Semester 2009)

Business, Art History, and Language courses

Greenwich High School, CT (Class of 2008)

Rassias in Tours, France (Summer 2007)

Language course and home-stay with a French family

Experience

Société Generale *Global Transaction Banking Intern*, New York, NY

April 2013 - Present

- Assisting with Anti Money-Laundering cases in coordination with Compliance and global customers, utilizing language skills to obtain responses on requests for information
- Follow up with customers on inquiries via intellitracs, email, and telephone
- Create and open new account closure requests with the relationship manager as well as other departments of the bank
- Initiate FX conversions and processing based on customers' requests

Nest DMC, *Junior Project Manager*, New York, NY

November 2012 - April 2013

- Assistance with handling of requests from European clients for special events, conventions, incentive trips and seminars
- General administrative support and maintaining supplier database
- Researching and contacting suppliers such as hotels, transportation companies, restaurants and venues and negotiating best available rates
- Building creative Powerpoint proposals

Gucci, *Public Relations Intern*, New York, NY

January - May 2012

- Supported Public Relations team in all product categories including: Men's and Women's Ready-to- Wear, Accessories, and Fine Jewelry and Watches
- Maintained the organization of the sample showroom
- Assisted with sample trafficking, new sample inventory and gifting initiatives
- Coordinated messenger services and international overnight shipments

Theory, *Public Relations Intern*, New York, NY

August 2011

- Updated records of incoming and outgoing samples
- Searched for and filed press mentions
- Pulled looks for clients and prepared them for delivery/pick-up
- Helped with general administrative tasks

Amrita Singh Jewelry, *Showroom Intern*, New York, NY

August 2010 - August 2011

- Trafficked samples and prepared shipments
- Organized collections
- Updated and maintained client database
- Helped with general organizational and administrative tasks

American Institute For Foreign Study, *Office Assistant*, Stamford, CT

May - August 2010

- Organized various mailings addressed to au pairs and host families
- Entered au pair applications into excel database and maintained their records
- Created online profiles of au pairs to be viewed by host families in matching process
- Answered questions of prospective au pairs and host families

Leila Taghinia-Milani Heller Gallery, *Gallery Intern*, New York, NY

May - August 2009

- Assisted gallery director with various tasks and projects and oversaw daily operations
- Attended to the needs of clients
- Oversaw shipments, orders, and managed inventory
- Worked at gallery's VIP and media events

The Puppy Hugger, *Intern*, Greenwich, CT

May - July 2008

- Contacted potential clients and vendors
- Updated and maintained contact databases researched

- Researched potential retailers
- Organized materials and inventory
- Hillary Clinton for President**, *Intern*, New York, NY
- *September 2007*
- Reached out to prospective voters
- Worked phone bank for special events and primaries
- Coordinated the mailing of information and invitations
- Managed phone and donor contact lists

July

Skills and

Organizations

Languages: Fluent in Farsi and French, proficient in Italian

Computer: Microsoft Word, PowerPoint, Excel, Windows

Greenwich High School Iranian American Club (president and founder)

NYU Persian Cultural Society (2009-2012)

Volunteer Work: Greenwich Hospital and Greenwich Seaside Center (2004-2008), NYU Broome Residential College Program (2010-2011 Academic year)