

Alis Claudio

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SUMMARY:

Motivated & passionate worker seeking an entry level opportunity to leverage utilize unique skills garnered from past experience.

EDUCATION:

Berkeley College

Bachelor of Business Administration
2013

Major: Business Marketing & Management

New York, NY
Sept 2010 – June

Columbia College IL

Major: Advertising & Public Relations
2010

Chicago,
Jan 2009 – May

EXPERIENCE

Think PR

Intern
2013

New York, NY
Jan 2013 – Sept

- Created and revised mock-ups (press clips) using MS Photoshop for year-end recap books
- Organized and arranged year-end recap books based on certain criteria
- Calculated and recorded market pricing for online and print advertising
- Utilized Cision to reach out to key industry contacts for promotional packages
- Reviewed client sales material and worked closely with large corporate accounts
- Fielded client inquiries in absence of account executives
- Procured client materials for promotional packages
- Team leader media hospitality for company event
- Conducted research to identify emerging fashion trends and blogs through various resources
- Assisted designer in selecting styles for models in various runway shows

Ryan Goodman & Melissa Bender

Personal Assistant/ Au pair
Present

New York, NY
Mar 2011 –

- Provided child care for family's two children
- Managed and organized residence which included additional tasks such as groceries, etc.

Kelly & Vishal Bakshi

Personal Assistant/ Au pair
2013

New York, NY
May 2011 – Sep

- Provided child care for family's two children
- Managed and organized residence which included additional tasks such as groceries, etc.

Fandemonium Store United Center

Retail Store Associate
2010

Chicago, IL
Sept 2008 - Jun

- Processed \$20,000 in financial transactions per day
- Provided customer service to a diverse group of clientele in a fast paced environment
- Trained and mentored small teams of new hires

ADDITIONAL SKILLS

Proficient with Microsoft Office including Photoshop, Excel, Word, and PowerPoint