

Morgan Rapoport
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EDUCATION

Indiana University, Bloomington, Indiana
Bachelor of Arts in Communications
Focus- Communications, Sales and Social Media

May 2014

EXPERIENCE:

Living Real Estate Group NY, New York, NY

Intern, New York Office

May 2013- August 2013

- Developed a following on multiple social media outlets
- Assisted in numerous showings
- Informed clients about upcoming open houses

Fit 4 U Swimwear, New York, NY

Intern, New York showroom

Summer 2012

- Organized weekly sales presentations and merchandised line for retail buyers
- Accompanied sales teams during appointments with clients
- Prepared, organized and entered hundreds of purchase orders into computer and tracked sales
- Collaborated with co-workers to create approximately 200 cad style booklets highlighting relevant styles and patterns for buyers
- Organized office and files
- Handled multiple mailings targeted to high-end specialty and department store buyers
- Managed distribution of about 1,000 sample pieces to various retail businesses

100% Kids, Cedarhurst, NY

Sales Associate

Fall 2005-2011

- Sold high-end children's clothing in retail boutique with daily sales of approximately \$15,000
- Guided customers, including parents and children to recommend styles and sizes, often providing complete wardrobes for back to school, summer camp and/or special occasions
- Merchandised in-store and window displays
- Performed cashiering activities
- Prepared store for opening/closing including restocking of all merchandise

OTHER EXPERIENCE:

Delta Zeta Sorority, Kingston, RI

Administrative Assistant

Fall 2010- Summer 2011

- Assisted in organization, event planning, and philanthropic activities
- Advertised upcoming events via internet to hundreds of people in the community.
- Raised approximately \$15,000

Village of Atlantic Beach, Atlantic Beach, NY

Beach Attendant

Summer 2010-Summer 2011

- Led a team to perform Beach Attendant duties such as customer welcomes, chair and towel set up, and end of the day clean up to provide end to end service
- Tracked and reported beach functions such complaints, cash drawer maintenance, and other issues to the beach manager or head lifeguard

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- Managed tips for all beach employees to ensure funds were evenly distributed

SKILLS: Microsoft Word, Microsoft Offices, Photoshop, Excel, Social Media, Fashion, Sales, Styling, Social Networking