

Paula D. Lagos

paula-lagos@mymail.berkeleycollege.edu

219 50th Street
West New York, NJ 07093

Home: 201-553-2854
Mobile: 201-212-9407

EDUCATION

Berkeley College, Paramus, NJ

Graduated: September 2012

Candidate for Bachelor of Science, Major: Fashion Marketing and Management

President's List and Dean's List Recipient

G.P.A. - 3.5

PROFESSIONAL EXPERIENCE

Teri Jon, New York, NY

June 2012 – September 2012

Production and Design Intern

- Entered styles information and price points on excel spreadsheets for production's price lists.
- Organized files on styles' purchase orders, fabrics receiving, approvals, cutting tickets, and cost sheets.
- Revised all fabrics inventory from factories overseas ensuring accurate information.
- Assisted in a two day photo shoot dressing models, selecting shoes and jewelry, and working in a very fast pace manner.
- Greeted and registered buyers and retailers at the Coterie Show providing a positive and personalized image for the company which resulted in higher sales and increased buyers' attraction and satisfaction.

Talbots, Paramus, NJ
2011

May 2011 – September

Sales Associate

- Communicated professionally and in a timely manner with customers, associates and corporate partners.
- Participated in learning opportunities, store meetings and Brand Moment.
- Completed projects as assigned including stock assignments and keeping the selling floor up to standards.
- Utilized a client book to build strong relationships and ensure customers received exemplary sales and service at Talbots.

Mercedes-Benz Fashion Week, New York City, NY
2011

February

Volunteer

- Coordinated pre-show floor set up with a team of volunteers by straightening chairs and placing seat cards in an orderly manner
- Prepared and arranged gift bags for guests as well as handling press kits and press bag distribution.
- Greeted the guests and directed them to their seats and kept aisles clear during the fashion shows.
- Assisted in finalizing all issues after the completion of the show and returned all items to designers.

Berkeley College Fashion Show, Garfield, NJ
2011

November 2010 – January

Model Coordinator - Volunteer

- Solicited and trained models in preparation for the fashion show.
- Assumed responsibility of organizing and conducting rehearsals.
- Served as show coordinator and ensured models were on and off stage efficiently.
- Communicated with the DJ for selection of music for the show.
- Worked closely with the Director of Student Development/Campus Life and planning committee.

Picasso, Union City, NJ
2010

March 2009 – April

Sales Associate

- Handled store set up by clothing mannequins and situating them in various parts the store for effective display of merchandise.
- Greeted and accommodated customers and satisfied all customers' needs.
- Organized and set up inventory on the store floor and prepared apparel for sale.

Toys R Us, Union City, NJ
2008

October 2008 – December

Sales Associate_____

- ___Advised customers about quality, information and availability of products.
- ___Assisted and influenced customers' buying decisions.
- ___Collaborated with the sales team in the promotion of gift and membership cards._
- ___Communicated constantly with employees to ensure professional atmosphere at all times.

SKILLS

Computer Skills: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Outlook

Language Skills: Bilingual in English and Spanish, conversational Italian