**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 New York, NY**

Bachelor of Business Administration *Sept 2010 – June 2013*

Major: Business Marketing & Management

**Columbia College Chicago, IL**

Major: Advertising & Public Relations *Jan 2009 – May 2010*

**EXPERIENCE**

Think PR **New York, NY**

***Intern*** *Jan 2013 – Sept 2013*

* 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 New York, NY**

***Personal Assistant/ Au pair*** *Mar 20114 – Present*

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

**Kelly & Vishal Bakshi New York, NY**

***Personal Assistant/ Au pair*** *May 2011 – Sep 2013*

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

**Fandemonium Store United Center Chicago, IL**

***Retail Store Associate*** *Sept 2008 - Jun 2010*

* 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