**Paula D. Lagos**

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## 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 May 2011 – September 2011

**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 February 2011

**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, NJNovember 2010 – January 2011

**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.

### **Picaso,** Union City, NJMarch 2009 – April 2010

**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 October 2008 – December 2008

### **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