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**EDUCATION .**

**Adelphi University** Garden City, NY 2010-2014

BA in Communications – Specialized in Public Relations & Media Studies – Minor in Marketing & HR Management

Completed an operations management and business course in Beijing, Xi’an and Shanghai China 2014

**Assumption College –** special education & counseling course Kerala, India January 2012

**Archbishop Molloy High School** Briarwood, NY 2006-2010

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**SKILLS .**

Microsoft Office - FileMaker Pro - AS 400 ERP System - Peachtree - iMovie - Photoshop - Final Cut Pro - ALL Social Media **.**

**EXPERIENCE .**

**G-III Apparel Group, Ltd.** Manhattan, NY

*Public Relations/Fashion Sales Intern* October 2013-Present

* Completed weekly selling recaps for Vince Camuto, Eliza J. and Jessica Howard dresses
* Analyzed market performance data & compiled reports for sales teams and designers to maximize profit
* Utilized AS 400 ERP System and FileMaker Pro to examine monthly sales by account to identify growth and potential areas of improvement

**1 Degree Hire** Goldens Bridge, NY

*Public Relations/Marketing Intern* May 2013-September 2013

* Increased database by 20% by maintaining and creating relationships with customers
* Broadened research for sales/marketing by producing & designing marketing techniques for promotional events
* Managed social media platforms such as Twitter, YouTube, Facebook, and Instagram

**HJMT Public Relations Firm**  Melville, NY

*Social Media Intern* September 2012-January 2012

* Planned and managed promotional events such as the N.Y. Enterprise Small Business Awards
* Managed clients’ social media to build stronger relationships & prepared press releases for various clients
* Assisted in daily administrative duties while creating blog topics and writing blog articles for the company’s website and for a variety of their clients which included NEFCU and LIJ Hospital

**Express Fashion Company** Garden City, NY

*Stylist/Co-Manager* March 2012 – August 2012

* Assisted in managing the total profit and managing all registers
* Restructured the department and implemented new floor layouts to work more efficiently and better position merchandise, which increased revenues by 15%

*Sales Associate* September 2011 –March 2012

* Utilized suggestive selling techniques leading to effective closing
* Helped style customers in the fitting room and established a fun and optimistic environment

**G3 Display Company** Long Island City, NY

*Public Relations Assistant/Receptionist* June 2009-September 2012

* Completed daily purchase orders and invoices for records and marketing using Peachtree Accounts
* Updated database with current information & increased customer service with establishing successful social network

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**VOLUNTEER .**

**Senator Serphin Maltese Office** Howard Beach, NY

*Public Relations Assistant* June 2008 – August 2008

* Promoted and advertised for the Senator using Social Media
* Managed workflow and deadlines for client projects using established priorities and timelines

**Bernard Fineson Development Center** Briarwood, NY 2006

* Assisted and counseled children with disabilities during holidays