

**JACQUELINE CONDURA**

**White Plains, NY 10603 • (914) 715-3929 • Pisces0276@aol.com**

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**SUMMARY OF QUALIFICATIONS**

- Strong computer, customer service, internet and communication skills
- Proficient in Microsoft Office, Google Suite, Shopify, Quickbooks, UPS Worldship and using a Mac
- Efficient in time management and multitasking
- Attentive to detail and capable of handling multiple projects with a high level of accuracy
- Self motivated and able to work independently or in a team environment
- Experienced in sales, E-Commerce and the fashion industry
- Knowledge of seasonal color analysis

**EMPLOYMENT HISTORY**

**Freelance Personal Stylist – 3/2020 - Present**

As a freelancer, I have worked as a virtual stylist for developing styling services, do wardrobe consulting in style and fashion for businesses, write articles as a fashion blogger/contributor for various websites and work with private clients.

**Senior Stylist – 7/21 – 1/23**

**Fashom – Remote**

- Styled hundreds of clients monthly including top leading social media influencers
- Wrote personalized styling notes to clients
- Established and maintained ongoing relationships with clients
- Reviewed style profiles and social media to understand clients personal style
- Curated pieces for clients based on their style, preferences, and requests
- Prepared shipments
- Invoiced and kept track of inventory
- Designed and maintained a report of personal sales
- Managed a varying load and schedule of client's subscription boxes
- Created, built and maintained a book of clients
- Able to reach and exceed sales goals
- Styled sizes 0-3X and petite to plus
- Worked in conjunction with other departments
- Participated in weekly meetings
- Attended fashion industry trade shows
- Assisted in buying and selection of inventory

**Online Fashion Clothing Personal Stylist. 2019**

**Mix and Matchbox – Brewster, NY**

**Assistant to VP of Marketing and Merchandising, 1997-2002**

**Sara Lee Bodywear - New York, NY**

**EDUCATION:**

**New York Institute of Art and Design – Present**

Currently enrolled in Personal Style Program as continuing education

**AAS - Business Administration**

Kingsborough College – Brooklyn