

Abagail Trice

Lynnwood, WA - Email me on Indeed: [indeed.com/r/Abagail-Trice/b51f873d9ab6140d](https://www.indeed.com/r/Abagail-Trice/b51f873d9ab6140d)

Authorized to work in the US for any employer

WORK EXPERIENCE

Wedding & Gift Registry Advisor

Macy's - Culver City, CA -

November 2014 to October 2016

Managed the Wedding & Gift Registry including meeting with one-on-one couples, assisting in building registries, and promote registry events. Worked with the merchandising manager to build the store's first china display that lead to an increase in registries value for the store. Spearheaded campaigns that gave incentives and encouraged other departments to promote Wedding & Gift registry and helped promote registry events.

"The Bridge" Season 2 (FX) - Office Production Assistant

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June 2014 to November 2014

Answered, screened and forwarded calls.
Printed and distributed documents to production team.
Ran errands as needed.
Compiled AFTRA and SAG documents and maintained files.

Sales Associate and Architecture Rep

Emporio Tile & Stone - Santa Monica, CA -

February 2012 to April 2014

Assisted clients with identifying products that met their practical and aesthetic needs. Organized and updated the showroom displays and sample area. Handled incoming calls and followed up with clients. Maintained and updated client files.

Generated and processed customer invoices using QuickBooks.

- Developed and maintained excellent relationships with clients, vendors, and coworkers.
- Trained new showroom staff and receptionists in daily tasks, forms, and business practices.

Office Coordinator

Market Street Productions - Venice, CA -

May 2010 to February 2012

Handled incoming phone calls and greeted visitors. Scheduled the producers' meetings and confirmed meeting times with follow-up calls. Created and maintained files for clients, vendors, and projects.

- Ensured the appropriate forms (e.g., Screen Actors Guild) and documents (e.g., Vendor, Cast,

Crew, and shot lists) were completed accurately for productions.

Design and Sales Associate

Global Granite & Marble - St. Louis, MO -

2004 to 2008

Worked with clients to select products that met their needs and exceeded their expectations. Scheduled appointments with homeowners and contractors. Prepared and updated files on ongoing projects in a timely manner. Trained the new showroom staff and receptionists.

- Followed up with clients to ensure that their needs were met and exceeded.
- Created and maintained the check-out and return system for new merchandise samples.

EDUCATION

B.F.A. in Interior Design

Maryville University - St. Louis, MO

May 2005

ADDITIONAL INFORMATION

References:

LaNette Fisher

Fellow Macy's Wedding & Gift Registry Advisor

[...]

lanettefisher@mac.com

Mike Clark

Assistant Production Coordinator for "The Bridge" Season 2

[...]

[...]

Raquel Alforque Cabrera

Receptionist at Emporio Tile and Stone

[...]

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Ryan Knight

Coworker / Editor

Market Street Productions

[...]

Daniel Elkaya.

Coworker/ Editor

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