

Jhirae Talmadge

Fashion Tech Specialist - SusheandShrimp.com

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Jhirae-Talmadge/ce1a6c07a97b1b5a](https://www.indeed.com/r/Jhirae-Talmadge/ce1a6c07a97b1b5a)

Highly accomplished business professional with 11 years of exceptional experience. Utilizing exemplary management, analytical, organizational, and interpersonal skills. Consistently achieves outstanding results in challenging environments. Building and maintaining strong, loyal relations with both clients and colleagues.

WORK EXPERIENCE

Fashion Tech Specialist

SusheandShrimp.com - Philadelphia, PA - February 2015 to Present

Manage a women's contemporary online retailer's daily operations. Attending quarterly New York and Las Vegas trade shows and establishing relationships with brands for product resale. Uploading new product and inventory to company's website biweekly. Maintain quality customer service by responding to email order inquiries. Communicate with customers during order process, making sure all U.S. and International orders are processed and delivered on time. Manage company's social media accounts, blog and daily newsletter.

Patient Access Representative

University of Pennsylvania - Philadelphia, PA - August 2012 to May 2015

Centralized contact point for all communications and administrative inquiries posed by healthcare professionals, doctors and patients. Coordinate and schedule outpatient procedures for over 50 providers in various locations across the region. Provided a high level of customer service and client relations. Answering busy multi-line phone system, coordinating physician's schedules with patients, and providing detailed information for various procedures. Proficient in Epic software applications.

Estee Lauder- Beauty Advisor

Boscov's - Salisbury, MD - June 2008 to March 2009

Provided beauty tips and skin care product knowledge. Awarded as best seller in the region. Build clientele by recruiting new customer's daily, performing makeovers and cosmetic tutorials. Maintained excellent relationships with establish customers, keeping them updated with all promotions and gift events.

EDUCATION

Bachelor of Science in Business

University of Maryland Eastern Shore - Princess Anne, MD
May 2012

Business Administration

University of Maryland Eastern Shore

ADDITIONAL INFORMATION

Skills

- Accounting
- Office Management

- Microsoft Office

- Project Coordination

- Customer Relations

- Outlook

- Purchasing

- Marketing

- Staff Training/Development