

Belkis Urena

Assistant Manager of Fine/Fashion Jewelry Department - Nordstrom

Pennsauken, NJ - Email me on Indeed: [indeed.com/r/Belkis-Urena/b3fcf46076c12d6c](https://www.indeed.com/r/Belkis-Urena/b3fcf46076c12d6c)

WORK EXPERIENCE

Assistant Manager of Fine/Fashion Jewelry Department

Nordstrom - Cherry Hill, NJ - March 2010 to Present

- Lead team by teaching and coaching product knowledge and selling skills
- Monitor daily goals and actual sales
- Plan special events to promote great business
- Merchandise and maintain case lines
- Communicate daily business and product necessities to Regional Manager

Sales Associate

- Focus on meeting commission daily sale goals
- Call customers to invite them to sales and special events
- Book Appointments with customers for personal shopping
- Open credit accounts to increase stores cliental

Lead Manager

Disney Store - Cherry Hill, NJ - September 2004 to February 2010

- Manage stock team during the holidays
- Staff training for backstage and onstage tasks
- Provide daily opening and closing procedures

Sample Maker/Intern

S.V.A Holdings - Philadelphia, PA - July 2009 to September 2009

- Construct prototypes of final Designs
- Make adjustments on samples and patterns after fittings
- Assist with design ideas

Design Assistant/Intern

Chrissy's Closet - Voorhees, NJ - April 2009 to June 2009

- Helped organize daily schedule
- Prepared patterns and fabrics for garment construction
- Beaded, Appliquéd, and added lace to garments
- Assisted in Fashion show and backstage duties

EDUCATION

Bachelors in Fashion Design

The Art Institute of Philadelphia - Philadelphia, PA

ADDITIONAL INFORMATION

Skills:

Computer Skills: Word, Power Point, Excel, Outlook, Photoshop, Illustrator