

IRINA DIMITRIU

1963 ROCK STREET #19, MOUNTAIN VIEW, CA 94043 | MOBILE: 347-721-1387 EMAIL: irina.dimitriu1@gmail.com

SKILLS AND EXPERIENCE

- Talented, passionate leader in design, PR, and event planning with strong record of independent success
- Exceptional creative and analytical thinking abilities with an emphasis on outstanding organizational, problem-solving and managerial skills
- Excellent knowledge of all Adobe design applications and proficiency in Microsoft Office Suite

FREELANCE DESIGN MANAGER

2012 – Present

- Manage and coordinate graphic and web design projects from conception through completion. Collaborating with clients to create vision, conceive designs and meet deadlines and requirements
- Hired and supervise a team of freelance designers, consultants and vendors who work with me to complete any project requirements and offer my clients a variety of custom services and site maintenance as needed
- Devise social media strategies and implement these on a daily basis across platforms
- Business has grown from 0 to 15 clients; 10 new clients acquired through direct recommendation of satisfied clients

GRAND TRUNK CAPITAL MANAGEMENT, L.P.

Palo Alto

2009 – 2010

Executive Assistant to CEO & CFO

- Independently managed all aspects of the office, including: facilities oversight/maintenance, events/conference/meeting/lunch scheduling and logistics, intern recruitment, and inventory
- Oversee all scheduling and global travel arrangements for CEO, CFO and associates
- Streamlined communication between CEO and clients by maintaining and expanding client database and managing daily correspondences

HUGO BOSS

New York

2008 – 2009

Manager, Public Relations

- Organized and developed domestic PR strategies and press/event materials, which ultimately added value to the brand better placement in the U.S. Market for HB Women's Collection
- Coordinated all scheduling and extensive travel arrangements up to 10 members of leadership team, including the VP and Directors and supervised office workflow in their absence as necessary
- Coordinated, organized, and promoted fashion shows in Paris, Berlin, London & NY
- Distributed and prepared monthly, biannual and yearly reports of media coverage results for headquarters, the CEO, and the CFO
- Managed and trained a cross-functional team of junior staff and interns. Under my leadership more than five interns were hired into full time employment with the company

BISMARCK PHILLIPS COMMUNICATIONS

New York

2005 – 2008

Account Executive

- Rose quickly from a junior position to leadership role in account management: Promoted from unpaid intern to Executive Assistant within one month of hire. After 6 months of positive reviews and strong performance, promoted to Junior and then Account Executive whose clients included IWC, Christian Lacroix, De Grisogono, Bruno Frisoni, Betsy Johnson and Derek Lam
- Executed excellent product placement and improved client relations with some of the leading fashion and lifestyle magazines, accomplishing increased monthly editorial placement and thus increase in product sales
- Organized press events, market appointments, and activities for senior staff and editors
- Coordinated and streamlined extensive international travel arrangements, transportation, and itineraries for myself, senior staff and press contacts
- Worked closely with company offices in Paris, LA, and London on PR events, strategy, and implementation of press materials
- Handled all office managerial work (intern recruitment and management, event planning, correspondence)

EDUCATION

San Francisco State University – Industrial Design (BS) - May 2012

Fashion Institute of Technology. NYC- Display & Exhibit Design/Event Planning (AA) - Aug 2006