

Name: Leah C. Koch

Contact: (308)379-3105 or leahckoch@gmail.com

Education: Oct 05-Dec 07 The Illinois Institute of Art—Chicago Chicago, IL

- Bachelor of Arts in Fashion Marketing & Management
- 3.6 GPA

Experience: May 07-Aug 07 Margie Korshak Inc. Chicago, IL

Public Relations Intern

- Wrote press releases and pitch letters to market services and events
- Used InDesign and Photoshop to create invitations for events
- Assisted during WGN/NBC TV segments and client parties
- Designed advertisement to appear in *CS magazine*
- Contacted various editors/producers to pitch story ideas
- Compiled press kits and organized client folders
- Conducted media searches using Cision

May 07-Oct 07 Cans Bar & Canteen Chicago, IL

Server

- Greeted and assisted waiting and seated customers
- Ran food and drink orders on the floor to ensure timely delivery of orders
- Used a PDA Palm PC to take all orders and expedite order process

July 06-Mar 07 Coco Pazzo Chicago, IL

Hostess

- Made reservations utilizing the Open Table reservation system
- Greeted and seated guests according to reservation and walk in list
- Organized and updated customer information in the computer

Mar 06-July 06 Lululemon Athletica Chicago, IL

Sales Associate

- Educated customers about yoga-inspired workout products
- Organized inventory and merchandise on the floor
- Handled cash and credit card transactions

Freelance: Dec 1, 2007 Impulse Talent Group Chicago, IL

Production Assistant

- Organized and steamed costumes for 10 performers in corporate event
- Helped performers get dressed for 3 segments with adequate props
- Corresponded with producer via walkie-talkie while managing time

Volunteer: Gen Art Shop Chicago 2006; Fashion Focus 2006; Chicago Reader KEXP event Oct 2007

Skills: Proficient in Adobe Photoshop CS3, Illustrator CS3, InDesign CS3, Microsoft Word, PowerPoint, and Excel.

Excellent written and verbal communication skills, self motivated, team oriented, function well in fast paced environments, and always meet deadlines.