

**SYRETTA JOINER** syretta\_j@hotmail.com

**CAREER SUMMARY**

Experienced manager with diverse work experience. Possessing exceptional creative abilities, project management and analytical skills. Strong leader demonstrating talents in merchandising/planning, marketing, and having excellent interpersonal qualities that produce results.

Additional capabilities include:

- Building Vendor Relationships
- Customer Service
- Organization & Time Management
- Presentation Development
- Multitasking
- Conflict & Dispute Resolution

**BUSINESS EXPERIENCE**

**ORLAND SQUARE MALL/RIVER OAKS CENTER** November 2002-January 2008  
**VISUAL MERCHANDISING MANAGER (LEASING ASSISTANT)**

- Supervised fifty or more temporary tenants at two regional shopping centers.
- Motivated and directed new and existing tenants in enhancing visual presentations.
- Created themed displays for mall events and holidays.
- Conducted product searches for merchants to keep business fresh and tailored to the target market needs.
- Established and maintained prop inventory, and organized purchase, repair, and replacement of inventory.
- Coordinated projects and acted as backup in the absence of leasing representative.
- Assisted short term leasing representative in reaching sales goals by identifying and pursuing prospective tenants.
- Handled tenant issues on a daily basis.
- Prepared memos, invoices, and performed other administrative duties.
- Served as liaison between tenants and mall staff.

**CLUB LIBBY LU** February 2002-November 2002  
**ASSISTANT MANAGER**

- Co-managed new concept store for tween girls.
- Created selling techniques for birthday packages and visual displays that became part of company standards.
- Assisted with hiring and training of staff.

**NORTHERN REFLECTIONS** September 2000-July 2001  
**MANAGER**

- Responsible for the day-to-day leadership of store.
- Accountable for achieving sales objectives keeping store within the top three in the district.
- Executed hiring, training and development of staff, visual merchandise presentations. Prepared weekly paperwork; i.e., payroll and schedules.

**GLASS FASHION/NBC-5** November 1999-September 2000  
**PRODUCTION COORDINATOR**

- Assisted in producing bi-weekly fashion segments for NBC-5.
- Researched, canvassed, and established relationships with various stores, designers and modeling agencies to find the appropriate looks for various theme oriented scenes.
- Supervised and directed models during the live broadcast.

**EDUCATION**

International Academy of Merchandising & Design  
BA Merchandising Management 2000