

Kristen Poracky

7145 Birch Place, Hammond, Indiana 46324, Mobile (219-741-8841)

OBJECTIVE *A chance to take on challenges and experience real opportunities in retail, as well as the world of fashion, such as styling, buying, visual merchandising, and wholesale.*

EXPERIENCE

ASSISTANT

JRT, LTD., Chicago, IL

May 2008-Present

- *Data Entry: filing, entering orders*
- *Developing brand and product awareness*
- *Pack and ship product samples*
- *Assist in apparel markets: taking orders*
- *Call account lists bringing in new clients*

SERVER/BARTENDER/TRAINER

Buffalo Wild Wings, Schererville, IN

February 2006-Present

- *100% customer service*
- *Train new employees on how to provide above and beyond service*
- *Answer phones and take orders*

SALES REP./CUSTOMER SERVICE

Abercrombie & Fitch, Merrillville, IN

June 2004-August 2005

- *Visual merchandiser*
- *Handled customer complaints, exchanges and returns*
- *Brought brand awareness to build customer loyalty and knowledge*

SALES REP./CUSTOMER SERVICE

Hollister, Merrillville, IN

August 2003-January 2004

- *Visual merchandiser*
- *Handled customer complaints exchanges and returns*
- *Brought brand awareness to build customer loyalty and knowledge*

EDUCATION

Bachelor of Arts: Arts, Entertainment and Media Management
Columbia College Chicago, Chicago, IL

Major: Fashion Retail Merchandising Management, May 2008

- Fashion Management*** *Spring 2008*

 - *Developed a pop-up store to sell student works*
 - *Developed a business plan for future brick and mortar store (Manic Annex)*
 - *Handled all promotional aspects of Manic Annex*
- Merchandise Management*** *Fall 2007*

 - *Learned how to build a product development plan*
 - *Defined all angles and aspects of a customer*
- Visual Merchandising*** *Spring 2007*

 - *Learned techniques of interior and exterior of a store*
 - *Put together a window display*
- Intro to Marketing Arts/Fashion*** *Fall 2006*

 - *Built a marketing business plan (Target)*
- Fashion Product Evaluation*** *Fall 2006*

 - *Learned how to analyze a garment*
 - *Defined consumer wants and needs in niche markets*
- Fashion Show Production*** *Fall 2004*

 - *Learned how to handle/run a fashion show*
 - *Put together a “mock” fashion show*

PERSONAL SKILLS

- *Strong work ethic*
- *Excellent communication skills, verbal and written*
- *Professional demeanor on phone and in person*
- *Ability to take initiative, work independently, meet deadlines, and handle multiple priorities*
- *Excellent organizational skills and high attention to detail*
- *Typing ability of 70+ words per minute*
- *Microsoft Office, PC*