

# KIM NGUYEN

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## WORK EXPERIENCE

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**AZFN, LLC. (Anzevino and Florence, Laugh Cry Repeat, I Hate Fashion)** 2008 - 2009  
Assistant Office Manager

- Oversaw major operations of office, including customer service, shipping and production
- Headed accounts receivable, utilized Quickbooks and AIMS to generate and organize invoices
- Coordinated production and shipping schedules
- Managed interns to complete tasks such as taking and maintaining inventory and scheduling appointments for trade shows
- Aided in production of four collections from purchasing fabric and trims to final garment
- Utilized garment management program AIMS to input orders, to generate invoices and return authorizations, to write purchase orders and cut tickets and to extract sales and production reports
- Completed legal documentation to obtain loans from factor
- Processed international shipping documents, utilized harmonized codes and ensured shipping guidelines for all customers were met
- Maintained existing customer relationships and built relationships with new buyers
- Assisted in development stages, choosing fabrics and trims, and preparing cost sheets to project production costs for Fall 2009 season for three collections

**BCBG by Max Azria** 2008  
Executive Assistant to Senior Director of Global Distribution

- Compiled daily reports in preparations for all upcoming meetings
- Updated organizational charts, head counts and job descriptions
- Implemented new filing system for current and archived documents
- Implemented interoffice mail system for all distribution sites
- Created and put into place a consolidated system for ordering office supplies
- Cross trained in other administrative functions (i.e. reports for other managers)

**YMI Jeanswear** 2007 - 2008  
Executive Assistant to Vice President

- Began position as receptionist and was promoted to Executive Assistant within two months
- Utilized Adobe Photoshop and Illustrator to manage photographic record of new concept samples
- Updated internal inventory management system AIMS with current photos and style descriptions
- Aided in checking outgoing deliveries and billing for accuracy of up to 60 purchase orders daily
- Updated filing system for sales department and created database for account management
- Maintained all buyer order records and facilitated buyer-sales relationships

## SKILLS

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- Adept in Microsoft Office Suite (including Word, Powerpoint, Excel, and Outlook) and AIMS
- Basic proficiency in Adobe Photoshop, Adobe Illustrator and Quickbooks