

CARMEN T. HUSK

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EDUCATION:

Laboratory Institute of Merchandising
Bachelor of Business Administration
Major: Fashion Merchandising

New York, NY
GPA: 3.8

EXPERIENCE:

Tahari ASL,

New York, NY

Trim Buyer, May 2007 to November 2008

- Worked in conjunction with three separate design teams to select and approve trim in a timely fashion within style and budgetary requirements
- Developed, sourced and purchased trim for production of garments
- Negotiated quantities and pricing with over a dozen national and international suppliers
- Inputted all trim information (i.e. supplier information, pricing, colors, sizing, quantities) into the internal computer system (PRODTRAC) in which all factories would follow
- Ensured on time deliveries by regularly tracking productions orders and status of product development

William Rondina, Inc.

New York, NY

Trim Assistant, July 2006 to May 2007

- Placed trim sample orders, stock orders and re-orders while maintaining an up-to-date tracking report and an internal Bill of Materials
- Communicated with suppliers in regards to prices, approvals and deliveries
- Informed Hong Kong factories of all trim deliveries to guarantee on-time shipment of garments

EXPERIENCE DURING SCHOOLING:

Betsey Johnson

New York, NY

Trim/Accounts Payable Assistant, December 2005 to June 2006

Intern for Trim Department, August 2005 to December 2005

- Assisted in purchasing trim for all domestic made garments
- Received, logged-in and shipped trims to New York City based factories
- Assisted in matching invoices, shipping documents and copies of checks for storing in permanent files for the Accounts Payable Department
- Replenished Petty Cash Funds

Gary Graham Collections

New York, NY

Intern for Marketing and Sales Representative, January 2004 to December 2005

- Conducted Sales Presentation to Nordstrom staff highlighting Mr. Graham's design history, inspirations for the Fall 2005 line and a How-to-Wear Guide for this collection
- Assisted in Showroom Sales Presentations for buyers of boutiques, small retail chains and department stores throughout the U.S., Canada and Europe
- Executed tasks, such as preparing gift bags, assisting in the stage design, seating guests and dressing models in preparation for Fall 2004, Spring 2005, Fall 2005 and Spring 2006 fashion shows

SKILLS:

- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Photoshop, and PRODTRAC Production Tracking System