Alyssa Weingartner

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(260) 249-4629

EDUCATION:

Ball State University — **Muncie, IN**
BS Fashion Merchandising and Marketing — *2009*

EMPLOYMENT:

Kate Spade New York — **Glendale, CA**
Sales and Clienteling — *September 2009 – December 2009*

- Managed 30+ registered clients for specific company products and events
- Average daily sales of $500+
- Assisted in overall retail location business administration
- Bimonthly update for company visual standards throughout assembly of floor sets

BCBGMAXAZRIA Showroom — **Los Angeles, CA**
Sales Assistant/Intern — *June 2009 - August 2009*

- Contact prospective clients to facilitate procurement of informational packets
- Prepare samples for meetings and assist Account Executives in sales presentations
- Maintain line sheets, update Excel spreadsheets and ACS website
- Sample photography and creation of individual look-books for various clientele
- Check-in and inventory of samples
- Organize information and prepare mailings
- Uphold showroom, files, and sample closets
- Answer a multi-line phone and respectively transferring calls

Victoria's Secret — **Muncie, IN**
Sales Associate — *May 2008 – May 2009*

- Fitting and style assistant
- Floor sets and inventory assessment
- Sales transactions and customer service including VS credit

Ball State University — **Muncie, IN**
Administrative Assistant — *January 2007 - March 2008*

- Coordination for assigned mailing to prospective students
- Information literature compilations and desktop publishing
- Filing and keeping information from students organized

OUTSIDE ACTIVITY:

Ball State Manufacturing and Wholesaling — **Muncie, IN**
Research and Development Team — *2008*

- Explored different materials to create marketable product prototypes in the most efficient manner

Ball State Fashion Promotions — **Muncie, IN**
Backstage Crew for Fashion Shows/Model Stylist — *2008*

- Created style line portion for "Fashionably Late"
- Created line-ups for models and organized designers garments for each model
- Specified and acquired all garments necessary for each model in collaboration with multiple retail vendors for "Fashionably Late" and "Timeless Style"

SKILLS:

Software

- Windows 2000, XP, and Vista
- MAC OS X
- 9 years experience with MS Office programs (Excel, Word, PPT, Outlook, Access)
- 3 years experience with Adobe Creative Suite 3 (Photoshop, InDesign)

AFFILIATIONS:

Fashion Merchandising Association, *member*