

Emily A. Nechvatal

2529 Orchard St
Apt: #3 North
Chicago, IL, 60614

Phone: (414) 3318309
Email:Emily.Nechvatal@loop.colum.edu

CAREER SUMMARY

To obtain a position as a stylist or buyer that makes contributions to a team to strive and accomplish goals. Self-starter and innovative team member with exceptional organizational, multitasking, and decision making skills. Strong knowledge in both marketing and business utilizing my leadership ability to obtain positive results. Willing to travel and relocate.

EDUCATION

Columbia College Chicago, IL, Bachelor of Arts Degree May 2010
Concentration in Fashion Retail Management

PROFESSIONAL EXPERIENCE

AMERICAN APPAREL

Sales Associate (Chicago, IL) Sept 2009- To Present

- Assist customers with fittings resulting in increased sales of 20%
- Garment selection and coordination
- Clientele of over 25 customers
- Helped restock merchandise weekly

THE LIMITED

Sales Associate (Chicago, IL) Dec 2008- January 2009

Seasonal Position

- Greeted customers as they entered the store
- Worked as fitting room attendant insuring timely return of garments to sales floor
- Organized and maintained back storage area

ELITE MODEL AGENCY

Dresser (Chicago, IL) Oct 2008

- Volunteered in dressing two models during a fashion show that was held at Nordstrom's in downtown Chicago.
- Organized and prepared garments for the models. For example: steaming dresses, arranging accessories, and fitting garments.

EPIC MINERALS LLC.

June 2004 – August 2007

Administrative assistant (Brookfield, WI)

Assisted the owner in the daily management activities of an abrasives company. Managed business accounts totaling \$1.1 million in sales and over 130 customers.

- Informed customers of pricing and fees
- Managed and tracked more than 60 shipments for customers per month
- Placed and scheduled roughly 10 customer purchase orders per day
- Promoted over 150 sale ads per month to current and potential customers through mail and email
- Created printed marketing visuals for the company to promote sales
- Coordinated and scheduled meetings for potential and existing customers.

VOLUNTEER ORGANIZATIONS

Bridge to Success (Chicago, IL), Consignment Relations February 2010-Present

Assisted a team in reselling clothing pieces to different consignment shops across Chicago.

