

Chaza Rezko
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EDUCATION:

Illinois Institute of Art-Chicago, IL Winter 2005-2008
Bachelor's Degree in Fashion Marketing and Management
Triton College-River Grove, IL
Associate's Degree in Liberal Arts Cumulative GPA: 3.81

EXPERIENCE:

BEDO-BCIM July 2009-Present
Intern/Floater

- Completed necessary office work such as filing, budgeting, pricing, ranking sales' reports, transfers, costing and shipping confirmations
- Assisted in visual displays, store layout, styling mannequins for catalogues
- Coordinated and merchandised garment and accessories packages for (Lou Lou & Clin D'oeuil) magazine stylists
- Worked with Adobe Illustrator and Photoshop to design and sketch garments for P.O.'s (Purchase Orders)
- Assisted in selecting and buying jewelry collection for Holiday 2009 and Spring/Summer 2010
- Attended model fittings and worked with designers to edit and rectify garment samples
- Assisted President of Company in budgeting, buying & quantifying merchandise for Holiday 2009 and Spring/Summer 2010 Collections

818 Day Spa December 2007-September 2008 Oak Park, IL
Receptionist/Assistant Manager/Intern

- Complete daily opening and closing responsibilities
- Assist in daily merchandising and inventory tasks
- Coordinated spa parties for little girls and women
- Assisted in creating business logo and other marketing materials
- Assisted in marketing and advertising spa promotions

Illinois Development October 2006-December 2007
Receptionist

- Completed necessary office work such as filing, mailing and shipping to support the business partners
- Managed company email accounts, schedules, and prepared offices for client meetings

Spa Constantine May 2004-October 2006
Receptionist

- Mentor of outstanding performance in service, while exceeding customer's expectations and sales goals

- Developed plans and defined goals to address key business issues
- Take educated risks when necessary while maintaining composure when faced with challenging situations
- Assisted in marketing and advertising spa promotions
- Demonstrate effective time management skills, and effectively recognize and prioritize business needs
- Maintained alignment with company goals and vision among all team members

Key Achievements:

- Continuously sought the growth of client database, which inherently increased store's desired volume
- Contributed over 35% of Spa Package sales during the year of 2006
- Awarded for consistently providing customer service that met and exceeded standards

Four Points Sheraton

September 2003-May 2004

Front Desk Clerk

- Implemented and monitoring all company goals, to maintain a constant line of communication with top management
- Ability of multitasking in a fast paced environment, while maintaining an emphasis on quality

Key Achievements:

- Coached and developed new employees while partnering with team members to increase hotel profitability
- Assisted in developing and implementing new operation and sales strategies by building a strong client base

French Connection

Sales Associate

- Contributed to store's profitability and met sales goals
- Assisted and consulted clientele to reach ultimate customer satisfaction
- Awarded "Employee of the Month" for excellent sales performance and exceeding employee standards

LANGUAGES

- Fluent in French both orally and written
- Conversational in both Arabic and Italian

REFERENCES

BEDO (Traffic Coordinator/Jewelry Buyer): Mary-Josee Mouri work-(514) 335-2411 ext.243 cell-(514) 978-2069

FOUR POINTS SHERATON (Front Desk Manager): Caroline Jabbour cell -(847) 927-7679

818 DAY SPA (Owner/Director): Rhonda Finklea cell- (708) 721-1743