

Sample Resume 1

Jane Student

12 East 53rd Street
New York, NY 10022
212.752.1530

jstudent@limcollege.edu

Education:

LIM College New York, NY
Candidate for BBA in Fashion Merchandising, May 2005

Work History:

- 1/03-5/03 **Versace** New York, NY
Public Relations Assistant/ Internship
- Helped in the expansion of Versace's press in local publications in New York, California, Florida and Washington D.C.
 - Styled looks for photo shoots for local and national fashion publications
 - Coordinated and organized model castings and fashion shoots
 - Helped plan and execute the Versace sponsored event "Indecent Proposal" with Sloan Kettering Memorial Cancer Center
 - Dressed VIP's, handled sample sale press and organized trunk shows
- 9/02-1/03 **Vogue** New York, NY
Accessories and Special Events Promotions Department Assistant/ Internship
- Assisted editors in putting together potential looks for various celebrities and models
 - Planned and executed various *Vogue* sponsored events
 - Participated in department brainstorming sessions for client promotions
 - Created client presentations
- 6/02-8/02 **Fragments Showroom** New York, NY
Sales Department Assistant
- Assisted buyers in selecting merchandise and creating line sheets
 - Researched potential clients and sent press materials
 - Pulled sample products to send out to editors
- 9/01-3/02 **Fashion Group International** New York, NY
Special Event Coordinator Assistant
- Assisted in planning various events through out the year such as: fashion shows, lectures, seminars and competitions

Activities:

- 3 year Fashion Club Member and Director of the annual fashion show
- Annual volunteer for Mercedes Benz Fashion Week shows
- Makeup artist for charitable organizations such as SIDS, cystic fibrosis, and breast cancer research

Skills:

Proficient on Microsoft Word, Excel, PowerPoint and Publisher

Sample Resume 2

Jennifer Eaton

101 Happy Place Amazing, NJ 10305
Phone 123-456-7891 • jeaton@limcollege.edu

EDUCATION

Bachelor of Business Administration (BBA), Major: Marketing May. 2004
LIM College, New York, NY

Associates in Applied Science (AAS), Major: Fashion Merchandising Management May. 2002
LIM College, New York, NY

EXPERIENCE:

VALUE CITY DEPARTMENT STORES, New York, NY Apr. 2006-Present

Assistant Buyer

- Assist in the daily functions to grow the Big and Tall Men's business.
- Ensure timely delivery of merchandise through consistent communication and follow up with vendors.
- Manage the markdown process and communicate variances to buyer.
- Complete business recaps and department analysis under buyer's direction.
- Update advertising prep sheets, obtain samples, attend advertising meetings and track sales results.

GROUP USA / CAMILLE LAVIE, Secaucus, NJ Aug. 2004-Apr. 2006

Assistant Buyer

- Responsible for entire process of special order business for both bridal and social merchandise for entire company.
- Built a solid foundation with overseas offices to ensure timely delivery of merchandise.
- Communicated daily with vendors to ensure timely delivery of merchandise.
- Managed allocation of all private label and domestic bridal and social merchandise based on store open to buy.
- Organized bridal shows and developing future clientele throughout 32 store locations.

CHANEL COSMETICS, New York, NY July 2002-Aug. 2004

Managers Assistant

- Planned and expedited special events: National Makeup Artists, Triple Points, Facials, at counter events.
- Assisted 9 sales associates in the development of clients via mailings and telemarketing.
- Prepared new and existing associates with tools needed to meet daily goals in order to achieve \$6 million business.
- Kept current inventory of stock and non-retail merchandise.

FASHION GROUP INTERNATIONAL, New York, NY Oct. 2001-Aug. 2002

Internship

- Organized events for professionals in fashion related fields.
- Updated and created new company press kits.
- Followed up with members on reservations for events and yearly dues.

BANANA REPUBLIC, Staten Island, NY Nov. 2000-July. 2001

Sales Associate

- Responsible for receiving and checking out store merchandise.
- Assisted in visual display of windows and in-store displays.
- Pre-set store for new merchandise.

RELEVANT SKILLS

- Computer skills: Knowledge of Microsoft Word, Power Point, Excel, Island Pacific and JDA.

Sample Resume 3

Jeanine Aldabell

222 Sunshine Way
Great Place, NY 10035
jaldabell@limcollege.edu
555-654-8952

Education

LIM College - New York, NY

Candidate for a BBA in Fashion Merchandising, May 2008

Work Experience

8/05-12/05

Italian Vogue Magazine, Conde Nast Publications - New York, NY

Intern to Fashion Department

- Solely managed and solved any problem related to the operations of the wardrobe department
- Managed the incoming and outgoing flow of merchandise
- Facilitated the organization of photo shoots
- Served as liaison for photographers, studios, stylists, and PR firms
- Communicated and worked closely with couriers, custom brokers, and messengers to organize travel arrangements for all incoming samples
- Handled all beauty requests, and assisted beauty editors with research for beauty stories

8/04-12/04

Italian Vogue Magazine, Conde Nast Publications - New York, NY

Intern to Editorial Department

- Worked with editorial department to manage photo shoots
- Organized magazine mailings to clients and business associates
- Responded to in-person, telephone, email and fax requests/inquiries
- Processed shipping orders and prepared corresponding documentation
- Conducted online research

6/02-2/03

Lakeshore - New Hyde Park, NY

Sales Associate

- Collaborated with customers in selecting their purchases
- Assisted with inventory tracking
- Supervised children in creative activities

Skills

- Proficient at Microsoft Word, Excel, PowerPoint, Outlook, Adobe Photoshop
- Experience with web-page design

Sample Resume 4

Joe Senior

123 Main Street Anytown, NY 12345

212.752.1530

jsenior@limcollege.edu

Education:

LIM College New York, NY
Candidate for BBA in Fashion Merchandising, May 2005

Suffolk County Community College Selden, NY
AA in Liberal Arts, May 2003

Experience:

- 6/04-8/04 **Cybelle, LLC** San Francisco, CA
Design & Production Intern
- Compiled spreadsheets to maintain production tracking
 - Created presentation boards for seasonal trends
 - Set up organizational system for trim department and organized embroidery closet and sample storage area
 - Performed all tasks in order to ensure that samples could be shipped overseas: color copying, photographing, creating snip cards and line planners, cutting samples/ trims for sourcing
 - Communicated on a daily basis with overseas offices and agents on all product specifics
- 9/03-5/04 **Nordstrom Department Store** New York, NY
Head Cashier/Administrative Assistant
- Handled all administrative duties for four managers of the shoe department
 - Assisted management with tracking of inventory, loss prevention, and effective floor management
 - Trained over 20 sales associates and cashiers
 - Sold new credit card accounts and merchandised shoes
- 6/03-8/03 **Babylon Township** Babylon, NY
Special Events Coordinator
- Planned and orchestrated town-wide events and booked performers
 - Developed charitable events for groups such as local food banks and AHA
 - Helped with administration of summer camp that serves 1000+ children and 200+ employees
- 9/02-1/03 **Payless Shoe Store** North Babylon, NY
Retail Clerk
- Designed and set up visual displays
 - Provided excellent customer service
 - Managed the closing responsibilities for the store
 - Maintained inventory accuracy with respect to merchandise receipts

Skills:

Proficient in Microsoft Word, Excel and PowerPoint, Lotus Notes, People Soft and Wincap
Fluent in Spanish and English