



120 wooster street, 4th floor
new york, new york 10012
t 212-966-4426
f 212-966-2313
www.24seveninc.com

Production Assistant

Name
Address
Phone • Email

Education

Date- Date **Design School** **New York, NY**
Bachelor of Science Degree: Fashion Merchandising

Experience

Date - Present **Company** **New York, NY**
Production Assistant
Form, maintain, and update production reports and cost sheets
Vendor point of contact person to insure production strategy
Track shipments and deliveries to maintain production schedule
Document approvals of lab dips, trims, and fabrics

Date- Date **Company** **New York, NY**
Assistant Production Planner
Constructed purchase orders
Developed, maintained, and updated production reports
Tracked merchandise shipments from several countries
Reported new trends and merchandise opportunity to vice president
Researched and recommended new fabrics or finishes to clients
Recorded all approvals of lab dips, trims, and fabrics

Date- Date **Company** **New York, NY**
Assistant Store Manager
Replenished and merchandised clothing according to corporate floor set
Reported new trends and merchandise opportunity to district manager
Daily bookkeeping of financial reporting and opened/closed registers
Insured add-on sales and serviced standards are achieved

Date- Date **Company** **New York, NY**
Visual Presentation Manager
Executed in-store visual presentation requirements
Processed, transferred and verified shipment of merchandise