

Resume Sample

Olivia Viscounty

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Career Objectives: Seeking position that will offer an opportunity for career advancement and professional growth while using communication and organizational skills to contribute to the institute.

Educational Background: **Fashion Institute of Design and Merchandising**
Los Angeles, CA. *Graduation: 2002*
Associate of Arts Degree-Interior Design Coursework in Drafting, Color and Material Applications, Space Planning, and Lighting Design.

Employment History: **Irvine Fine Jewelry, Irvine, CA.** 2000-2003
Assistant Manager/Sales Associate

Oversaw all accounts payables and receivables. Supervised staff of two sales associates. Coordinated and organized all merchandises and showcase displays. Created new designs, coordinated precious stones in mountings. Increased sales by 25% in the first six months. Contracted with 20 vendors on a one-to-one basis bi-monthly.

Imagine Jewelry, Tustin, CA. 1998-1999
Customer Representative/Sales Associate

Responsible for receiving phone orders and shipping out via UPS. Handled daily orders averaging \$5,000 per order. Conducted various transactions utilizing inventory codes via computer.

Massimo Exchange, Irvine, CA. 1996-1998
Sales Associate

Managed all merchandise and stocks, handled business transactions, and performed significant customer service and sales among a diverse group.

Additional Skills:

- ◆ Fluent in French
- ◆ Free hand drafting
- ◆ Internet/MS Word; 45 – 50 WPM

References Available Upon Request