
Fashion Assistant Resume

Job Objective

To obtain a Fashion Assistant position in a company that will allow me to grow along with the company.

Highlights of Qualifications:

- Substantial experience of performing fashion product planning, display, and merchandising activities
 - Extensive knowledge of retail buying, store operations, and vendor logistics
 - Operational knowledge of Microsoft Office, retail systems, and accounting software
 - Familiarity with freight management and distribution techniques and practices
 - Ability to conduct payroll review and manage payroll budget
 - Ability to produce attractive merchandise assortments to drive sales
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Professional Experience:

Fashion Assistant
The Jones Group Inc., Portland, PA
August 2012 – Present

Responsibilities:

- Determined, selected, placed, and merchandized various product assortments.
- Assisted with store set up activities and documented all work activities.
- Provided purchase assistance to buyers and conducted post-sale follow up.
- Negotiated and established business contracts with all vendors, as required.
- Developed and maintained effective working relationships with retail personnel.
- Interpreted and complied with product merchandizing and display guidelines and standards.

Fashion Assistant
Michael Kors, Portland, PA
May 2009 – July 2012

Responsibilities:

- Cleaned, tidied, and maintained visual appeal of retail fashion store.
 - Interviewed, hired, and supervised subordinate staff members, as required.
 - Evaluated work performance and provided appropriate feedback to all staff members.
 - Monitored and maintained the staffing levels during peak hours, effectively.
 - Controlled store expenditure and managed store supply levels, efficiently.
 - Interpreted and adhered to established display, merchandising, and marketing standards.
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Education:

Associate Degree in Fashion Design
Orange County Community College, Middletown, NY

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