

# HEATH R. SANGRINI

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*Heath was tremendously successful in managing a comprehensive local market operation, demonstrating proficiency in developing strong market relationships.*

Greg Smith  
President  
Name Withheld  
Seattle, Washington

## Qualifications & Attributes

- Planning & Execution
- Managing & Monitoring
- Interpersonal Relations
- Organizing & Reporting
- Rapid Response
- Trouble-shooting
- Detail-oriented
- Company Standards & Enforcement



*Heath's professionalism and upbeat attitude created a great work environment for his coworkers and my clients.*

Natalie Craig  
Owner  
Company Name  
Seattle Washington

## Technical Proficiencies

- MS Word
- Excel
- Outlook
- PowerPoint
- Lotus Notes
- Windows 2000
  
- Type 85+ wpm
- Ten Key by touch



## Languages

English and Spanish

Passionate, driven, and adaptable professional with mastery of merchandising, customer service, and high-end fashion sales and clienteling. Commitment to 100% accuracy in fast-paced, high-volume environments. Motivated, hard-working, reliable, and productive with proven ability to deliver high quality work.

Exceptional initiative and resourcefulness with ability to establish rapport and interact well with management, staff, and clients. Talent for effectively prioritizing time and resources. Recognition for multi-tasking and on-time project completion.

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## AREAS OF EXPERTISE

### *Fashion Sales & Merchandising*

- Drive business and develop clientele for DKNY boutique at XXXXX's flagship store in Seattle, exceeding monthly and seasonal sales goals by 100% to 120% by closely monitoring daily and weekly sales goals.
- Management of merchandisers and models, and effective communication of quantitative results and post event analysis.

### *Administrative Skills*

- Possess key skills for successful management of fast paced office including organization, decision making, data entry, record keeping, and file maintenance.
- Experience planning, assembling, and distributing reports with ability to retrieve and manipulate data quickly and accurately.
- Highly responsive to support the needs of personnel at all levels with strong liaison and interfacing skills.
- Recruiting, training, evaluation, and payroll.

### *Communications & Promotions*

- Planning and execution of promotional events, product advertising, media placement, and press releases. Trade show coordination and leadership.
- Letter writing and review on behalf of senior staff.
- Call screening, dictation, calendar management, and interpersonal relations.

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## WORK HISTORY

**DKNY Specialist**, XXXXX • Seattle, WA, July 2004-present

**Promotion Specialist**, XXXXX Management Group • Seattle, WA, Sept 2003-Mar 2004

**Lead Field Representative**, XXXX Worldwide, Seattle, WA • Jul 1998 -May 2003

Freelance Work:

**Event Manager**, Interlockin, Inc., New York, NY • Jul 2003-Aug 2003

**Event Manager**, SpringLoaded Management, New York, NY • Mar 2002-Mar 2003

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## EDUCATION

AA, Fashion Merchandising, 2002

International Academy of Design & Technology, Seattle, Washington