**THOMAS EDWARD LEE**

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**OBJECTIVE**

To obtain an entry level position in a growth-oriented and challenging position in a well-organized and diversified company. In which I can benefit from comprehensive experience and offer merit-based opportunities from.

**EDUCATION**

**The City University of New York, College of Staten Island**

* *Bachelor of Science Degree in Engineering Science and Electrical Engineering*

***Graduated, Winter 2016***

**WORK EXPERIENCE**

**Club Monaco Men’s Shop (Brookfield Place),** New York, NY

***Assistant Manager (***11/15 – Present)

* Trained and supervised new employees to provide outstanding customer service and handle the cash register properly
* Created Payroll with WFM (Workforce Management) software
* Calculated metric reports to make sure daily goals were met
* Created client outreach email templates for stylist to use when sending ‘thank you’/ ‘promotional’ emails.
* Supervised stylist client books
* Organize private shopping events weekly for clients
* Performed visual merchandising and audits
* Took in inventory, completed transfers, completed MOS paperwork.
* Successfully completed opening and closing of store via (paperwork, counting register, closing emails with store KPI’s, and prepared bank deposits)

**Styled Sharp Inc.,** New York, NY

***Personal Wardrobe Stylist (***06/13 – 01/15)

* Purchasing garments and accessories to help people dress more fashionably for particular events, corporate attire and everyday wear.
* Review and maintain knowledge of fashion trends to help educate clients
* Educate clients how to create multiple looks with garments, accessories and footwear currently owned.
* Create personal client presentations and look books to cater to their individual needs.
* Offer 'clean out' sessions for clients to eliminate dated garments and accessories and replace with updated items.
* Researched and acquired wardrobe for fashion editorials and advertisements
* Evaluated fashion trends to incorporate contemporary designs into successful advertising campaigns
* Generated timelines for the execution of project tasks
* Provided excellent customer service
* Coordinated model castings and interacted with talent agencies

Hugo boss showroom, ralph lauren showroom,

**Madewell,** New York, NY

***Sales Manager/Key Holder (***05/13 – 11/15)

* Greeted customers and ascertain what each customer wants or needs with an energetic and positive attitude
* Built and maintained client base through consistent follow-up with phone calls and thank you notes, scheduling appointments to review new product line, and inviting to store events.
* Communicated effectively with associates and management about developing business driving initiatives, contests and events.
* Encouraged stylist to meet their personal and store goals
* Managed basic store operations: processed shipment/transfers in a timely manner, merchandised goods on sales floor, maintained perfect visual standards, was aware of inventory/shortage concerns, and communicated replenishment needs.
* Worked in a fast-paced environment and handle multiple tasks efficiently in this Flagship location
* Directed and trained stylist
* Handled money with registers, safe and deposits at beginning/end of day

**Kate Spade/Madison,** New York, NY

***Stock Manager (****08/12 – 01/13*)

* Developed and implemented all inventory control processes and practices under the approval of my store director
* Monitored, reviewed and updated the SOPs per needs
* Assign the storage areas in accordance with the efficiency and functionality
* Supervise the inventory associates to complete the stock out & in procedure that is tally with the inventory record
* Shown the regular cycle count and annual physical inventory audit
* Delivered the inventory daily report
* Carried out the safety practices to prevent fire and theft in stock
* Coordinated with other depts. to demonstrate high performance to run the store operation

**Hugo Boss/Soho, N**ew York, NY `

***Stock/Sales Assistant (****07/11 – 04/12*)

* Assisted sales associate in selling casual and formal luxury clothing
* Conducted fitting rooms
* Fitted and sized woman and men for clothing (dress’, suits)
* Maintained immaculate sales area
* Received stock, prepared packages, and made shipments

**SKILLS**

* Proficient in Microsoft Word, Excel, PowerPoint; LabView; AutoCAD; MultiSim

**References available on request**