

Leah Romanelli

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QUALIFICATIONS/SKILLS

- Knowledge of design techniques/processes
- Exceptional versatility and adaptability
- Ability to manage multiple tasks in a pressured environment
- Working knowledge of inventory, order, and shipping processes
- Excellent sense of style and color
- Ability to thrive in a team environment as well as independently
- Team leader
- Ability to delegate
- Creative/Innovative
- Decision maker
- Clear Communicator
- Computer Proficient

RELATED WORK EXPERIENCE

December 2006 – Dec. 2007 Cosmic Debris a.k.a. “Emily the Strange” Berkeley, CA

Wholesale Coordinator

- Strategized, executed, and ensured timely and accurate release of inventories and in-season merchandise assortments and quantities to wholesale customers.
- Assisted in directing offsite warehouse manager.
- Possessed a working knowledge of inventory, order, and shipping databases, processes, and systems including Perfect Fit.
- Collaborated with sales, production, and operation teams to manage accurate inventory and promote sales.
- Assisted in line viewing and sales at MAGIC tradeshow in Las Vegas.
- Prepared pick tickets, packing slips, invoices, and overseas shipping documents.
- Fostered and maintained strong communications and business relations with all wholesalers and sales representatives.
- Assisted wholesale customers and sales representatives with reorders, product/order concerns, and returns and exchanges.
- Responsible for redesigning and maintaining organized customer/shipping files.
- Accountable to answer phones, process credit cards/factoring payments, distribute office mail and managed office shipments and deliveries.

May 2006 – October 2006

Paradiso

Sausalito, CA

Design Assistant

- Fabricated line sheets, combo sheets, and spec sheets for new styles.
- Sketched flats and took measurements of new styles for spec/cut sheets as necessary.
- Organized and designed cut sheets and input current styles, button types, and button and fabric consumptions in cut sheets.
- Set up, photographed, and printed new line group photos and fabric swatch photos.
- Organized and responsible for mailing sales representatives current line samples, line

sheets, group photos, order forms, and fabric swatches.

- Assisted wholesale customers with reorders, product and order concerns, and returns/exchanges.
- Organized and maintained sample and fabric swatch catalogs.

November 2005 – May 2006

H&M

San Francisco, CA

Sales Associate/Mentor

- Responsible for daily store operations; sales floor organization, task prioritizing, product movement, loss prevention, and customer service.
- Achieved sales and department goals efficiently in a fast paced environment.
- Assisted in visual merchandising and successfully sold slow moving product before going on markdown as a result.
- Coached and mentored new sales associates to meet sales goals and objectives.
- Promoted twice within four months time.

February 2004 – March 2005

Siam Imports

Honolulu, HI

Sales Representative/Designer

- Designed and organized production of clothing line made in Thailand.
- Assisted with buying, selling, and merchandising of clothing and jewelry for retail and wholesale distribution from foreign distributors.
- Evaluated fit of samples and dictated changes needed.
- Responsible for all daily store operations, floor organization, inventory, internet sales, and product movement.

November 2003 -December 2003

Hilo Hattie

Honolulu, HI

Product Development and Production Intern

- Trained in use of Gerber Accumark Accel, PDS, digitizer and plotter.
- Digitized, marked, and cut patterns.
- Assisted with weekly cut sheet totals, trim sourcing, and inventory.
- Gathered miscellaneous trims, such as labels, hang tags, buttons and zippers for production.
- Attended fit meetings and made adjustments to sample garments as directed.

EDUCATION

- Self financed 100% of education through scholarships, grants, loans, and part-time work.

2001-2003

University of Hawaii Manoa

Honolulu, HI

Bachelor of Science in Apparel Product Design and Merchandising

- Overall grade point average of 3.26.
- Studied Abroad in Italy, Netherlands, and Greece, focusing on fashion and art history in Europe for 6 weeks.

1995-1997

Massachusetts College of Art

Boston, MA

Fashion Design Major

- Studied fashion design, art history, photography, and refined artistic skills.

HONORS/EXHIBITS

- “At War” Solo Photography Show, 222 Club , San Francisco, CA, June 2006
- Best bustier/written interpretation, Susan G. Komen Breast Cancer Foundation benefit, 2004
- Dean’s List for Spring 2003 semester
- International Library of Photography Award, 1998

OTHER TRAINING

Computer Assisted Fashion Design (Gerber Accumark) – CCSF
Lingerie Design and Construction - CCSF
H&M Mentor Workshop
H&M Customer Service Workshop

COMPUTER SKILLS

Microsoft Office, Power Point, Word Perfect, Adobe Photoshop, Adobe Illustrator, Apparel Magic, File Maker Pro, Gerber Accumark, PDS, Perfect Fit, pattern digitizer and plotter, optical scanner, and digital cameras.