



Kim Bermundo

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Language Spoken: English, French and Tagalog

Education:

- LaSalle College:
Fashion Marketing (DEC) 2014-2017
Work-Study Program
Finalist For ENTREPRISE 2017(Bubble Baby)
Part of the budgeting team for Soiree Mode College LaSalle 2016

- Cégep André-Laurendeau :
Social Science(Psychology) 2013-2014
Industrial Electronics 2010-2013

- École secondaire Dalbé-Viau: 2009-2010
High School Diploma

Experiences:

Marciano Watches Inc.

Mount-royal, QC

**Administrative/Marketing Coordinator* July 2017 to Present

- Performing all basic administrative duties.
- Brainstorming and creating marketing strategies.
- Guiding employee actions by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines; communicating developments to management.
- Maintaining sales channels/platforms such as Amazon and Shopify Website.
- Optimizing and maintaining any marketing strategies throughout various online platforms.

Laura Canada(Summer Internship Program):

3000 Boulevard Le Corbusier

Laval, Qc

**Marketing/Social Media*

June 2017-August 2017

- Optimizing and maintaining any marketing strategies throughout various online platforms.
- Creating and managing creative briefs to ensure consumer engagement.
- Coordinating and managing various communication tasks.
- Hacking growth for social media platforms.

Agences Mode MJL(Head Office Internship):

555 Chabanel suite 310 B

Montréal, Qc

**Executive Assistant*

July 2016-October 2016

- Assisting the owner with administrative tasks.
- Contacting the buyers for their meetings and their various needs.
- Assisting the buyers in the showroom with their orders and suggesting various trends, styles and sizes for their retail stores.

Frank & Oak:

1420 Rue Stanley

Montreal, Qc

**All-around employee*

October 2015-July 2016

- Running the cash register.
- Recommending, selecting and helping locate or obtain merchandise based on the customer's needs and wants.
- Assisting the retail advisors when they need a size or a certain style in the storage room.

Alexandre dit Sandy(Internship):

1464 Rue Jean-Berchmans-Michaud

Drummondville, Quebec

**Executive Assistant*

June 2015-August 2015

- Assisting the designer (Fitting, quality control,etc.).
- Optimizing the menswear company's website and various social media sites.
- Picking up, communicating and inspecting fabrics, buttons,etc. from various suppliers
- Performing basic administrative tasks.

Other Information:

- Basic knowledge of website analytics and CRM related programs
- Beginner certification of Google Analytics
- Knowledge of computer related programs such as Word, PowerPoint, Excel,etc
- Photography class done at Cégep André-Laurendeau

Interests and Activities:

Sneaker head culture, Street wear fashion and played soccer for College LaSalle Div.2

References available on demand