

Kristy-Wilhelmina Noël

EN/FR

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PROFESSIONAL EXPERIENCE

Spa Diva, Receptionist

January 2024 - Today

- Greet clients and visitors in a warm and professional manner
- Answer phone calls, handle reservations and ensure effective coordination of arrivals and departures
- Fulfill clients special requests to the extent possible
- Coordinate with other departments to ensure smooth communication and prompt issue resolution
- Provide administrative assistance, such as drafting simple letters or managing documents

DKNY, Stylist/ Sales Associate

December 2021 - October 2023

- Listen to the needs and preferences of customers and provide recommendations according to their preferences
- Replenish shelves when products are depleted
- Reporting damaged or defective products
- Maintain a good relationship with customers, including email/phone call follow-ups one week after their purchases
- Achieve or exceed sales targets set by the company
- Collaborate with other members of the sales team and support staff

Frank & Oak, Sales Associate

January 2020 - March 2020

- Offer excellent customer service by being attentive to customer needs and providing assistance
- Unpack goods received by the store and place them on the sales floor
- Welcome and assist customers in fitting rooms

PROJECTS

Fashion Show Stylist

- Collaborate with fashion designers, models, hair stylists, makeup artists, the production team, and other professionals to stage a memorable fashion show
- Source and select outfits, then coordinate complete looks
- Organize fitting sessions as well as rehearsals
- Manage emergencies as they arise
- Convey a mood through styling

EDUCATION

LaSalle College — Fashion Marketing DEC

September 2021 - May 2024

Collège Saint-Jean Vianney — High School Diploma

September 2015 - June 2020

INTERNSHIP EXPERIENCE

Weezevent

January 2020

Assist in the writing of an article for their blog

Learn marketing techniques

Assist in responding to emails and phone calls from clients

COMPETENCIES

Dynamic, punctual, and persevering
Strong ability to handle stress.

Excellent sense of responsibility

Effective communication skills.

Proficient in Excel