

Adriana Stella Ferri

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<http://www.uxibus.com/fr-CA/portfolio/adrianastella>

Professional Profile

- Languages: English, French, Italian.
- Computer Skills: Microsoft Office, Photoshop, Adobe, Internet.
- Various experience in the fashion industry.
- Excellent communication and leadership skills.
- Enjoy working in a team.

Education

LaSalle College, Montreal **2010**
College Diploma in Fashion Marketing

Commercial Technical Institute A. Viti de Marco, Italy **2005**
College Diploma in Accounting/ Bookkeeping

Professional experience

Sales associate
Tuxedo Entrepôt, Montreal **2011**

- Organizing and setting up a new store.
- Visual presentation.
- Selling men's formal wear.

Administrative assistant/bookkeeper.
MF Entertainment, Montreal **2007-2011**

- Booking events such as weddings, corporate events and Christmas parties.
- In charge of online marketing.
- Maintain office files.
- Answering phones and responding to customer queries.
- Keeping records of transactions.
- Entering data.
- Account payable/receivable.
- Animation.

Marketing intern
Point Zero, Montreal **2010**

- Organizing the fall/winter 2010 photoshoot, scouting models and locations, as well as coordinating the outfits.
- Answering emails, and filling out purchase orders.
- Assisting on the photo shoots helping the stylist and ensuring a successful event.
- Enjoyed working in a team to achieve assigned goals.

Sales associate intern
Mastro Couture, Montreal **2009**

- Selling high end menswear and formal wear.
- Taking measurements for made to measure suits.

Sales associate
Classy Formal Wear, Montreal **2007- 2009**

- Suggesting types of formal wear available.
- Taking measurements for made-to measure suits and fitting and pinning on clients.

Executive assistant/ assistant buyer
Sport & More, Italy **2004- 2007**

- Translator: to ease the flow of communication between diverse language spoken parties such as French and English.
- Arrange meetings and appointments.
- Travel arrangements.
- General administrative tasks and customer service
- Purchase orders.
- General projects as assigned.
- Manage the virtual store: photograph the merchandise and photo restoration.
- Assisting the general buyer in merchandise decisions.

Fit model
Eugene Klein, Italy **2002- 2004**

- Traveled around the province to promote the company's new lines.
- Model the clothes for our clients.

Other work experience

Waitress/ Hostess
Bistro Opiano, Montreal **2009- 2011**

References available upon request.