**Anamaria Luna**

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Degree Year University Major

B.S. *(Anticipated* 2019) New York City College of Technology Business & Technology

City University of New York (CUNY) of Fashion

AAS (2017) New York City College of Technology Fashion Marketing

City University of New York (CUNY)

**Experience:**

Advanced to Markdown Coordinator **November 2018- Present**

***TJ Maxx***

14 Wall ST New York, NY 10005

* Scan entire store for markdowns
* Ensured that all markdown associates were doing their jobs
* Maintain clean sales floor while clearance were being separated
* Stock clearance items into the corresponding section
* Tutor new markdown associates

Cash Office Associate  **June 2016- Present**

***TJ Maxx***

14 Wall ST New York, NY 10005

* Process register activity from the previous sales date
* Create new money bags for the following day
* Count the safe and order money for the safe
* Create a deposit after processing the previous sales date

Sales Associate **April 2016- Present**

***TJ Maxx***

14 Wall ST New York, NY 10005

* Stocked and merchandise products from the women’s, beauty, and accessories department
* Customer service
* Process merchandise before they were places on the floor
* Train new associates
* Cashier
* Fill in for supervisors when

Legal Assistant **June 2014 – April 2016**

***Stacy Posner LLP***

150 Broadway New York, NY Suite 512 10038

* Interact with clients on an ongoing basis to ensure initiation and resolution of tickets
* Mail correspondence to clients on behalf of attorney with court results
* Update all project files to keep all client files current in accordance with court results
* Maintain filing systems; classify, sort and file correspondence, records and other documents
* Edit, photocopy, fax and document all briefs produced by attorneys

**Internships:**

Wholesale Intern **January 2019- May 2019**

***Joey Showroom***

401 Broadway Suite 400 New York, NY 10011

* Create sales reports for stores like ShopBop, Neiman Marcus, Saks Fifth Ave, Carbon 38, Revolve, and Bandier
* Contact buyers and enter new buyer’s information into excel
* Merchandise clothes and use JOOR to maintain collections in order
* Pack up and mail merchandise
* Attend and Assist at tradeshows

Compliance Intern **July 2012 – December 2012**

***Guardian Life Insurance Company***

7 Hanover Square New York, NY 10004

* Operated desktop computer to compose emails using Microsoft Outlook.
* Entered rap sheets into Microsoft access database.
* Provided administrative support to the compliance department such as scanning branch examination files, faxing rap sheets with FINRA disclosures, and filing documents for Vice President.
* Coordinated with various staff for operational support activities of the unit; provided day-to-day solutions to department administrative problems.
* Verified accuracy of data and combined data from various systems to excel spreadsheets.

***Networking Industry Relations/ Experimental Learning:***

* Attended “*Carbon/Capsule Tradeshow*” at Pier 94 New York, NY on February 25, 2019.
* Attended “*Active Collective Tradeshow*” at The Metropolitan Pavilion 125 West 18th Street, New York, NY, on January 24, 2019.
* Attended “*Heavenly Bodies: Fashion and the Catholic Imagination”* at the Metropolitan Museum of Art 1000 5th Ave, New York, NY on June 14, 2018.
* Attended *“Lifestyle & Luxury at Ralph Lauren”* presented by Richard Shinto, Executive Sales at Ralph Lauren at 888 Madison Ave, on May 4, 2015.
* Attended *“50 Years of The Museum at FIT”* presented by Felicia Caponigri, Susan Scafidi, and Valerie Steele at Katie Murphy Amphitheatre 7th Ave at 27th Street, New York on March 16, 2019.

***Social Media Skills:***

* Instagram
* Facebook
* Twitter

***Languages:***

* Fluent in English: Reading and Writing
* Fluent in Spanish: Reading and Writing

***Computer Skills:***

* Proficient in Microsoft Word
* Proficient in Power Point
* Proficient in Microsoft Excel
* Proficient in Google Sheets

***Workshops for Professional Developments:***