

Antonella Di Graziano
 BUF 4900
 Supervisor: Teresina Tomaino
 Title: Textile Showroom Intern
 Contact: (347) 898-0746

Date	Time In	Time Out/Hours	Total Hours	Activities
1/24/25	3:00 pm	8:00 pm (5 hours)	5 hours	On introduction day, I set up my accounts and toured the space.
1/27/25	3:00 pm	7:00 pm (4 hours)	9 hours	Overview of C&C Milano's textile collections and signature designs. Review of daily responsibilities and expectations.
1/29/25	3:00 pm	8:00 pm (5 hours)	14 hours	Observed senior staff explaining fabric characteristics to clients.
1/31/25	3:00 pm	7:00 pm (4 hours)	18 hours	Assisted in organizing fabric swatches by color and material.
2/3/25	3:00 pm	7:00 pm (4 hours)	22 hours	Hands-on training in identifying fabric textures and finishes. Assisted in creating fabric mood boards for a client presentation.
2/5/25	3:00 pm	8:00 pm (5 hours)	27 hours	Observed a client consultation, noting preferences for interior design projects.
2/7/25	3:00 pm	7:00 pm (4 hours)	31 hours	Organized showroom displays for new arrivals.
2/10/25	3:00 pm	7:00 pm (4 hours)	35 hours	Started handling basic client inquiries about fabric availability and specifications.

2/14/25	3:00 pm	7:00 pm (4 hours)	39 hours	Took inventory of sample books and showroom stock.
2/17/25	3:00 pm	7:00 pm (4 hours)	43 hours	Assisted in preparing sample kits for interior designers and architects.
2/19/25	3:00 pm	8:00 pm (5 hours)	48 hours	Helped with visual merchandising by rearranging displays to highlight trending textiles.
2/21/25	3:00 pm	7:00 pm (4 hours)	52 hours	Participated in a meeting about upcoming textile trends and new product launches.
2/24/25	3:00 pm	7:00 pm (4 hours)	56 hours	Assisted in coordinating with the warehouse for sample shipments.
2/26/25	3:00 pm	8:00 pm (5 hours)	61 hours	Observed how textile pricing is determined based on quality and sourcing.
2/28/25	3:00 pm	7:00 pm (4 hours)	65 hours	Updated fabric reference binders for client consultations.
3/3/25	3:00 pm	7:00 pm (4 hours)	69 hours	Assisted in handling a client's custom fabric request, and selecting suitable materials.
3/5/25	3:00 pm	7:00 pm (4 hours)	73 hours	Attended a staff training session on luxury textile applications for upholstery and drapery.

3/7/25	3:00 pm	8:00 pm (5 hours)	78 hours	Helped organize textile reference books by collection and season.
3/10/25	3:00 pm	7:00 pm (4 hours)	82 hours	Learned about textile sustainability and eco-friendly fabric production.
3/12/25	3:00 pm	7:00 pm (4 hours)	86 hours	Conducted research on competitors' textile offerings for market comparison.
3/14/25	3:00 pm	7:00 pm (4 hours)	90 hours	Assisted in preparing a fabric presentation for an interior designer.
3/17/25	3:00 pm	7:00 pm (4 hours)	94 hours	Assisted simple showroom appointments with supervisor.
3/19/25	3:00 pm	8:00 pm (5 hours)	99 hours	Worked on a color and fabric coordination exercise to understand design principles.
3/21/25	3:00 pm	7:00 pm (4 hours)	103 hours	Assisted in preparing showroom space for a private client consultation.
3/22/25	9:00 am	5:00 pm (8 hours)	111 hours	Helped photograph and catalog new fabric samples for digital reference.
3/24/25	3:00 pm	7:00 pm (4 hours)	115 hours	Attended a virtual supplier meeting to learn about textile sourcing.

3/26/25	3:00 pm	7:00 pm (4 hours)	119 hours	Reviewed feedback from showroom clients to track fabric preferences.
3/28/25	3:00 pm	7:00 pm (4 hours)	123 hours	Assisted in creating a fabric trend report based on recent client requests.
3/29/25	9:00 am	5:00 pm (8 hours)	131 hours	Helped organize fabric cutting stations for sample preparation.
3/31/25	3:00 pm	7:00 pm (4 hours)	135 hours	Check-in with supervisor to discuss learning progress.
4/2/25	3:00 pm	8:00 pm (5 hours)	140 hours	Assisted in drafting a blog post on textile trends for C&C Milano's website.
4/4/25	3:00 pm	7:00 pm (4 hours)	144 hours	Learned about textile branding and marketing strategies.
4/5/25	9:00 am	6:00 pm (9 hours)	153 hours	Started assisting with social media content by photographing showroom displays.
4/7/25	3:00 pm	8:00 pm (5 hours)	158 hours	Observed how sales representatives pitch fabrics to designers and buyers.
4/9/25	3:00 pm	8:00 pm (5 hours)	163 hours	Helped create sample books for client distribution.

4/11/25	3:00 pm	7:00 pm (4 hours)	167 hours	Researched historical fabric patterns for a showroom inspiration board.
4/12/25	9:00 am	5:00 pm (8 hours)	175 hours	Assisted in a showroom event preparation for a visiting design firm.
4/14/25	3:00 pm	8:00 pm (5 hours)	180 hours	Learned how to manage fabric inventory.
4/16/25	3:00 pm	7:00 pm (4 hours)	184 hours	Assisted in preparing a sales report on the best-selling textiles of the month.
4/18/25	3:00 pm	7:00 pm (4 hours)	188 hours	Created textile descriptions for an upcoming promotional catalog.
4/19/25	9:00 am	5:00 pm (8 hours)	196 hours	Assisted in setting up a digital textile portfolio for interior designers.
4/21	3:00 pm	8:00 pm (5 hours)	201 hours	Helped draft emails to clients regarding new collection arrivals.
4/23	3:00 pm	7:00 pm (4 hours)	205 hours	Attended a feedback session with clients about their showroom experience.
4/25	3:00 pm	8:00 pm (5 hours)	210 hours	Assisted with quality control by checking sample accuracy before distribution.
4/26	9:00 am	6:00 pm (9 hours)	219 hours	Helped with cross-referencing fabric production costs and retail pricing.

4/28	3:00 pm	8:00 pm (5 hours)	224 hours	Attended a showroom meeting to discuss upcoming seasonal textile releases.
4/30	3:00 pm	7:00 pm (4 hours)	228 hours	Finalized updates for the sample tracking spreadsheet.
5/2	3:00 pm	7:00 pm (4 hours)	232 hours	Conducted showroom walkthroughs to check fabric sample availability.
5/3	9:00 am	5:00 pm (8 hours)	240 hours	Assisted in reorganizing showroom layouts to align with new marketing themes.
5/5	3:00 pm	7:00 pm (4 hours)	244 hours	Shadowed a sales executive to understand business-client relations.
5/7	3:00 pm	8:00 pm (5 hours)	249 hours	Assisted in post-event follow-ups with potential clients.
5/9	3:00 pm	8:00 pm (5 hours)	254 hours	Participated in a textile feedback session with designers and sales staff.
5/10	9:00 am	6:00 pm (9 hours)	263 hours	Conducted a final review meeting with my supervisor to discuss key learnings. Compiled my internship experience into a portfolio for future job applications. Completed final showroom organization tasks before wrapping up.

To Whom It May Concern,

Antonella Di Graziano has interned at C&C Milano from January 24th to May 10th for a total of 263 hours. Antonella consistently demonstrated professionalism, enthusiasm, and a strong willingness to learn. She contributed meaningfully to various aspects of our showroom operations, including organizing displays, assisting with client consultations, managing sample inventories, and supporting marketing efforts such as social media content and trend reporting.

Antonella quickly adapted to the pace and expectations of a luxury textile environment. She was proactive in taking on tasks like preparing sample kits, updating digital portfolios, and contributing to our blog. Her creativity, attention to detail, and reliability made her a valuable asset to our team.

One area of growth Antonella identified herself—and with which we agree—is the need to become more comfortable asking questions in the moment. With time and experience, we are confident she will continue to strengthen this skill and use it to deepen her learning even further.

We were impressed by her ability to balance creative thinking with organizational skills, and she approached every responsibility with a positive attitude. I have no doubt she will bring the same level of dedication and professionalism to her future endeavors in the fashion or design industries.

Sincerely,

A handwritten signature in black ink, appearing to read "Teresina Tomaino". The signature is fluid and cursive, with a large, stylized initial "T".

Teresina Tomaino
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