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## EDUCATION

<u>Degree</u>	<u>Year</u>	<u>University</u>	<u>Major</u>
<b>B.S</b>	Anticipated graduation date: June 2022	<b>New York City College of Technology</b> <b>The City University Of New York</b>	<i>Business &amp; Technology</i> <i>of Fashion</i> <i>Concentration in Global Fashion</i>
<b>A.S</b>	June 2016	<b>Stella and Charles Guttman</b> <b>Community College</b>	<i>Liberal Arts and Sciences</i>
<b>Pre-College Scholar's</b> Certificate Program	2013	<b>Parsons New School of Design</b>	<i>Fashion Design</i>

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## PROFESSIONAL CERTIFICATIONS

Title IX Sexual Harassment Gender Based and Sexual Violence Sexual Harassment Student Curriculum, 2022, New York City College of Technology, online seminar, New York City College of Technology

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## HONORS & AWARDS

**Dean's List**, Term Spring 2021, GPA 3.7

**Honors Society Member**, Fall 2021

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## PROFESSIONAL EXPERIENCE

<b>Receptionist</b>	<p><b>Ross Corporate Buying Office</b></p> <ul style="list-style-type: none"> <li>• Provided administrative and clerical support.</li> <li>• Utilized Concierge database to direct multi-line to the appropriate staff.</li> <li>• Assisted in maintenance of designated sample areas and conference rooms.</li> <li>• Received, organized, and distributed accurate clothing samples from messengers to buyers.</li> <li>• Facilitated communication between clients, employees, and buyers by directing incoming calls.</li> <li>• Provided professional reception service and managed waiting room, ensuring clients were comfortable before meetings</li> <li>• Coordinated coverage for staff lunch and breaks</li> <li>• Organized and set up offices for new hires</li> </ul>	<b>September 2017- August 2018</b>
<b>Beauty Advisor</b>	<p><b>Duane Reade</b></p> <ul style="list-style-type: none"> <li>• Served multiple customers, discovered their needs, and made recommendations to generate sales</li> <li>• Greeted and assisted customers in the store.</li> <li>• Advised accurate product information to customers</li> <li>• Stocked the sales floor, preparing displays for new products and promotion events</li> <li>• Addressed loss prevention issues immediately</li> </ul>	<b>July 2016 – September 2016</b>
<b>Dr. Jeffers</b>	<p><b>Office Assistant</b></p> <ul style="list-style-type: none"> <li>• Provided professional reception service and managed waiting room</li> <li>• Provided administrative and clerical support with filling and scheduling</li> <li>• Directed incoming calls, scheduled appointments, and recorded messages</li> <li>• Prepared outgoing mail for distribution</li> <li>• Retrieval of patient's records</li> </ul>	<b>Summer 2009</b>

- Assisted in maintenance of designated office areas
- Updated mailing lists and client information using databases
- Maintained confidential case records in accordance with HIPAA

**Camp  
Counselor**

**Mad Sports**

**Summer 2013**

- Planned, coordinated, and executed activities while guiding campers in personal growth and daily living skills.
- Assisted with supervision of campers during activities while championing program initiatives and camp mission.
- Safeguarded personal property, camp equipment, and facilities.
- Provided leadership/ support to campers and as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules, or sportsmanship.
- Contributed to verbal and written evaluations, activity planning, and administration.

**WORKSHOP FOR PROFESSIONAL DELVELOPMENT**

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- Attended Curate Tradeshow at Metropolitan Pavilion Exhibition and trade Centre in New York City, New York on February 24<sup>th</sup> 11am – 4pm
- Attended Coterie Tradeshow on February 26<sup>th</sup> 9am – 4pm

**NETWORKING FOR INDUSTRY RELATIONS /EXPERIENTAIL LEARNING**

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- Museum at Fashion Institute of Technology (FIT) at Seventh Avenue at 27<sup>th</sup> Street, New York, NY 1001 on March,6, 2020 at 3pm
- Louis Vuitton Exhibition Louis Vuitton presents “**Volez, Voguez, Voyagez – Louis Vuitton**” at the American Stock Exchange Building in New York City on December 11th, 2017 at 12pm
- Beautycon at pier 36, 299 South Street, New York, NY on October 1st, 2016

**CIVIC ENGAGEMENT**

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- Helped organize events for New York Fashion Week at Harlem Fashion Row as a Virtual Intern October 2014 — December 2014 New York
- Picked up and returned clothes from PR Firms, helped style outfits for editorial shoots, sort-out trends from New York Fashion week at NB Studio September 2014 — November 2014 - New York
- Dressed models at Palette show during New York Fashion week Feb 11, 2014, and September 2014
- Intern at RRR Creative as Freelance Assistant Stylist  
Assisted fashion stylists with props, outfit preparation, and shoot set-up, Prepared provisions for the artist/photographers during the shoot, supported fashion stylists on all aspects of New York-based fashion projects, Transported and returned wardrobe pieces in a safe manner - 10/2018 – 03/19- New York, NY

**SOCIAL MEDIA & TECHNOLOGY**

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Adobe Pro, Adobe Lightroom, Linkin, Instagram

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