

JOEY SHOWROOM

08/02/2021

To Whom It May Concern:

This letter is to verify that Danielle Ramsey has accepted a Wholesale Showroom Internship with Joey Showroom for Fall of 2021.

Joey Showroom is a multi-label contemporary showroom located at 401 Broadway, NY, NY.

Danielle's responsibilities will include:

- Responsible for formatting documents (PowerPoint, Word, and Excel).
- Perform general support duties including faxing, photocopying, organizing materials (binders, file folders, filing, etc.), maintaining client and job files.
- Prepare written correspondence.
- Update line sheets when new collections come in.
- Assists Sales Rep in the preparation of proposals and sales meetings

Requirements:

- Strong listening skills and a positive attitude.
- Strong computer skills - Excel, Microsoft Office, Google Drive.
- Good verbal and written communication skills.
- Detail oriented and the ability to multi-task.
- Professional phone manner.

This is an unpaid internship that offers course credits. If you have any questions or require further information, please do not hesitate to contact Olivia at 212-675-8400.

Thank you,
Olivia Gragg
Internship Supervisor | Joey Showroom
401 Broadway, Suite 400
New York, NY 10013