

November 25, 2022

Marc Jacobs
Sample Coordinator
127 Prince St
New York NY, 1102

To Whom It May Concern;

I am writing to apply for the position of a Sample Coordinator at Marc Jacobs that was posted on November 15, 2022 from LinkedIn. For the past four years I have worked where I gained the skills in controlling daily sensitive and private corporate operations. Plan and carry out the CCO's and the team's priorities, relationship with the Executive Leadership Team and CEO office. Coordinate and prepare secret and sensitive papers for senior executive meetings (global CEO, CFO, managing director, etc.) and budget/business reviews. Organize agendas, reserve meeting spaces, and prepare written materials for meetings conducted by the CEO, CCO, and/or team members. Build ties with internal administrative employees to make scheduling and organizing meetings easier. Deadlines were fulfilled and that requests were responded to.

While obtaining my Baccalaureate Degree of Science Business & Technology of Fashion with a module emphasis of Fashion Business Administration at New York City College of Technology (CUNY), I was responsible for the following courses; international retailing, financial management, and psychology of visual perception. In international retailing class we learned concerns facing global commerce while taking into account the wellbeing of consumers everywhere. This gives an understanding of retailing and a chance to apply marketing principles in a retail management setting. For instance, 3 of my colleagues including myself created a justification for looking into the clothing and textile complex in one of the following global areas; Japan. Highlighting the interconnections and interdependence between the region's nations as well as between the region and other parts of the world, as well as between such variables as geography, climate, natural resources, population and demographics, technology, culture, the economy, labor and employment practices, production, distribution, and consumption of fiber, fabric, and apparel, as well as import/export trade policies and practices. Then we created an Open Lab Web page for the global area to be published on the course website and used as a resource during the presentation.

In Financial management, the thorough examination of financial management ideas and how they are used in business firms to make decisions. Financial statement analysis, capital budgeting concepts and applications, cost of capital, alternative financing options for businesses, and dividend policy are some of the topics covered. Introduction to risk, return, and the opportunity cost of capital was emphasized throughout the course. The section provides a historical overview of return and risk for various securities like stocks, bonds, and T-bills. It lays the foundation for understanding risk and return, which is crucial for financial decision-making. It provides a method for estimating the opportunity cost of capital using historical data. It shows how to calculate the expected return and the standard deviation of returns for a portfolio. Finally, the concept of beta as a measure of risk is introduced in this section.

For the psychology of visual perception class, we examined the sensory and perception processes. We covered the physiological mechanisms that codify the physical energy of the sensory environment that typically, this is regarded as a sensation. The path of this information as it is encoded, starting with the receptors that do the initial encoding and ending with various parts of the central nervous system that further encode and represent the information as percepts. There are several subjects, nonetheless, where a more thorough neurophysiological description exists such as psychology of color vision, color and brightness constancy, pitch discrimination. Both are significant from a physiological and a functional standpoint.

In my previous work experience as an Office Administrator at Sabir, Engineering & Architecture I have gained the skills of the submission and reconciliation of expenses, travel arrangements, supply ordering, scheduling, relocation of offices, and the logistical onboarding of new team members. Keeping track of costs and ensuring that all bills are paid promptly, scheduling of all meetings, whether internal and external. According to the calendar demonstrating proactivity and agility by anticipating last-minute alterations, managing the communication channels for Microsoft Teams. Demonstrate the ability to handle confidential and highly sensitive proprietary information with discretion. Oversee office standards and organization of floor and manage communication & direction to CEO. Additionally ensure deadlines are met, questions are answered, and requests are addressed while miscellaneous projects as assigned are completed.

Additionally, working as a creative director at New York SwimWear I was in charge of designing, implementing, and introducing inventive designs while keeping an eye on trends. Identifying, conceiving, and interpreting significant trends in digital fashion was the responsibility of the function. Produce concepts and unique, elevated, and relevant products for the digital fashion industry, research and determine trend direction. Create and expand brand alliances. Before releasing each new collection, provide concept ideas and direction to top executives in the fashion industry. Lastly, create needlework, decorations, and prints for design, color, fabric, and fit with the design team.

I am fiercely competitive in my approach as able to handle different roles with motivation. Up-to-date on all the latest trends. I have strong areas in creative direction, financial management, and visual merchandise.

I look forward to discussing my qualifications with you.

Sincerely,
Daisy