
LIZBETH SEVERINO

Flushing, NY, 11355 347-361-6526 severino.lizbeth@gmail.com

PROFESSIONAL SUMMARY

Aspiring College Graduate & Entrepreneur. Excelled in classes such as Advertising , Principles of Selling, the Essentials of Marketing, and Product Development in Fashion. Looking to apply the knowledge of fashion/ marketing theories acquired to the role of a Marketing assistant.

EXPERIENCE

CASE AIDE, COALITION FOR HISPANIC FAMILY SERVICES – 04.2019-PRESENT

Providing administrative support; type letters, reports, memos and records. Operating telephone console to facilitate internal messages and telephone call transfer. Receives incoming and places outgoing telephone calls. Managing visits.

LEAD RETAIL CONSULTANT, MOBILE CITY LLC – 09.2017-04.2019

Focused on building an authentic relationship with customers to maximize sales and build customer loyalty, Processed customer payments. Comply with all operational tasks: Cash out/in, Inventory, RealTime . Comply with all Administrative aspects of job: Answering phone calls, setting and managing customer appointments, Prepared daily reports. Managed tasks with diligence in a fast paced environment.

SELLING SPECIALIST, SOLSTICE SUNGLASSES – 04.2017-09.2017

Focused on customer service to efficiently sell, meet sales goals, and enhance customer retention. Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.

MOBILE SALES CONSULTANT, BEST BUY – 07.2016-04.2017

Selling mobile products and services along with AT&T , Sprint ,Verizon and other companies. Processed customer payments, cash and credit card/check transactions

EDUCATION

NEW YORK CITY COLLEGE OF TECHNOLOGY, BROOKLYN, NY – UNDERGRAD,
BACHELORS OF SCIENCE IN BUSINESS AND MARKETING OF FASHION

NEW YORK CITY COLLEGE OF TECHNOLOGY, BROOKLYN, NY – GRADUATE, 2020
ASSOCIATE'S OF SCIENCE IN BUSINESS AND TECHNOLOGY OF FASHION

YORK COLLEGE, JAMAICA, NY – CERTIFICATION IN FINE ARTS, 2015

SKILLS

Proficient in Microsoft Office: Word, Excel, Powerpoint, Fluent in Spanish, Exceptional team member, Enthusiastic, Self driven, and quick learner. Experienced in Retail duties.