

Menucha Libman

New York City

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ACADEMIC BACKGROUND:

<u>Degree</u>	<u>Year</u>	<u>University</u>	<u>Major</u>
B.S	2025	New York City College of Technology, City University of New York (CUNY) <i>Module Emphasis International Retailing & E-Commerce</i> <i>GPA 3.9</i>	Business and Technology of Fashion
B.A	2021	Brooklyn College, City University of New York (CUNY)	Transfer
Certificate Program	2018	Fashion Institute of Technology (FIT)	Pattern Making

Professional licenses or Certifications:

Title IX Sexual Harassment, Gender-Based Harassment and Sexual Violence Student Training, taken online at New York City College of Technology, CUNY on 29 August 2024

EXPERIENTIAL LEARNING:

Attended *Discourse on the Historical Evolution of the Supreme Court* in Washington D.C. on 28 August 2024 at 1 First St NE, Washington, DC 20543

<https://www.supremecourt.gov/visiting/courtroomlectures.aspx>

Attended *Brackeen and Beyond: A Fireside Chat* at Brooklyn Law School on 8 November 2023 at 250 Joralemon St, Brooklyn, NY 11201

https://www.brooklaw.edu/News-and-Events/Events/2023/2023_11_08

RELEVANT PROFESSIONAL EXPERIENCE:

CUNY, New York

Payroll and HR Manager

June 2022-Present

- Analyze data and generate end-of-season payroll and accounting reports.
- Identify and implement solutions to streamline systems, enhancing overall efficiency.
- Liaison with senior departments to facilitate seamless communication.
- Manage semi-monthly payroll, ensuring accuracy and compliance with relevant regulations.

Young Timers Boutique Customer Experience and Sales Representative

Spring 2021

- Assisted customers both in-store and virtually, ensuring a positive shopping experience.
- Collaborated with the team to build visual merchandising & stocking displays and enhance product presentation.
- Facilitated processing of online orders, managed inventory, and addressed inquiries.

Star Realty Corporation

Assistant Office Manager

October 2020 - July 2021

- Initiated and implemented programs to enhance office efficiency, improving overall workflow.
- Managed tenant relations systems, address concerns related to lease certification, repairs, and other needs.

INTERNSHIP:

Eugenia Kim

Digital Merchandising & E-Commerce Intern

April 2024-Present

- Assist the E-commerce team to ensure a seamless online shopping experience for customers
- Identify and track KPIs, Open to buy
- Software Experience: Shopify, Joor, Cin7, Excel

HONORS AND AWARDS:

Spring 2023

Recipient, *Dean's List*, College of Professional Studies, Department of Business, Business and Technology of Fashion, New York City College of Technology, CUNY

Spring & Fall 2022

Recipient, *Dean's List*, College of Professional Studies, Department of Business, Business and Technology of Fashion, New York City College of Technology, CUNY

Fall 2021

Recipient, *Dean's List*, College of Professional Studies, Department of Business, Business and Technology of Fashion, New York City College of Technology, CUNY

PROFESSIONAL DEVELOPMENT and NETWORKING OPPORTUNITIES:

Participated in the *Advancing Library Research Techniques Workshop* webinar. Hosted by the Citytech Ursula C. Schwerin Library on the 31st of October 2024 at 4:00PM EST in Zoom room #873 7195 1481 linked [here](#).

Participated in *The Backstage: An Unfurling of the Johnson Publishing Company* webinar. Hosted by the Getty Research Institute on the 7th of November 2024 at 10:00AM EST in Zoom room #953 5372 0268 linked [here](#).

CIVIC ENGAGEMENT:

Mentor at *Big Sister Mentorship Program for Underprivileged Youth*
2018-2021

Costumes Department Advisor for *Bnos Menachem Miriam Grossman High School Musical*
January - March 2020

Founder and Director at *Shabbos Buddies - Local Girls Club Crown Heights*
Oct-June 2019

Costumes Department Director for *Bnos Menachem Miriam Grossman High School Musical* January -
January - March 2019

SOCIAL MEDIA and DATABASES:

Research Databases:

Statista, Wall Street Journal Digital, NYCdata, New York Public Library Digital Collections,
FashionSnoops, Economist Historical Archive 1843-2003, Business Insights Global.

Computer Technology:

Microsoft Excel, Microsoft Word, Shopify, Cin7, Gorgias, Joor, Klaviyo.

Social Media:

Instagram

TRAVEL:

Denmark, Germany, United Kingdom, France, Canada, Israel, Mexico.