

## Nelema Cona

148 Forbell St., Brooklyn, NY, 11208

[nelemacona@gmail.com](mailto:nelemacona@gmail.com) or [Nelema.Cona@Mail.Citytech.Cuny.Edu](mailto:Nelema.Cona@Mail.Citytech.Cuny.Edu)

Phone #: (347)320-9521

### ***EDUCATIONAL BACKGROUND:***

<b>Degree:</b>	<b>Year:</b>	<b>University:</b>	<b>Major:</b>
B.S.	2024 or 2025	CUNY-NYC College of Technology	Science in Business and Technology of Fashion

***Module Emphasis:*** E-Commerce & Marketing

### ***PROFESSIONAL LICENSES OR CERTIFICATIONS:***

Title IX: Sexual Harassment, Gender-Based Harassment, and Sexual Violence Student Training  
September 2, 2024.

(Link in pdf)

### ***EXPERIENCES:***

<i>Sales Associate</i>	Zara Outlet Manhattan, NY	Feb 2021 to Present
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- Give exceptional customer service with a solid understanding of sales strategies to build a rapport with diverse customers.
- Ability to thrive in a fast-paced environment, cultivating relationships, identifying customer needs, and tailoring solutions to drive revenue growth.
- Good communication skills and the ability to interact with customers and teammates to achieve goals while using technology efficiently.
- Open and close cash registers, count money, separate charge slips, coupons, and vouchers, balance cash drawers, and make deposits.
- Achieved 25 customers signing up for the Zara app reward system and 9 online orders daily for customers.

*Administrative Assistant Planner/  
Assistant Teacher*

The Concunt Grove Childhood Education Center	Sept. 2021 to Oct. 2021
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- Summer camp of 15+ students of all ages.
- Assist in administrative duties such as faxing, filing, and copying documents.

- Organized and managed company events, meetings, and conference logistics, including venue selection, catering, and material preparation.
- Answering 50 phone calls a day and directing them to responsible parties.
- Adapted to flexible work hours, adjusting to business needs and personal availability.

***INTERNSHIP:***

***PROFESSION DEVELOPMENT:***

- City Tech PDC & Public Affairs—DSS/HRA Career Fair. 285 Jay Street, Brooklyn, New York 11201, United States  
Nov 20, 2024
- Backstage: An Unfurling of Johnson Publishing Company Beauty & Fashion.  
Zoom Webinar. Nov 7, 2024

***EXPERIENTIAL LEARNING:***

- Participated, in The exhibition Africa's Fashion Diaspora at the Museum at the Fashion Institute of Technology (FIT) for the internship BUF 4900.  
227 W 27th St, New York, NY 10001.
- Participated, in Dr. Woods's trip to The Metropolitan Museum of Arts for the BUF 2203 Promotional Project: use the elements of design.  
1000 Fifth Avenue, New York, NY 10028.

***CIVIC ENGAGEMENT:***

- Participated, in the Vein Treatment Center. Medical Receptionist/Medical Assistant.  
April 2023.
- Volunteer, AMC Empire, 25-234 West 42nd Street, New York, NY 10036, as a greeting guest.  
December 2021-February 2022.
- Participated, as a private tutor in J.H.S. 202, Robert H. Goddard High School of Communication Arts and Technology.  
January 2020-June 2020.

***COMPUTER TECHNOLOGY:***

-Storage -iPhone care -Wi-Fi and Bluetooth -Cybersecurity -Artificial Intelligence (AI)

***SOCIAL MEDIA AND APPS***

-TikTok: editing -Snapchat -Facebook: advertising -Linkin -Twitter -Instagram: reels -YouTube  
-WhatsApp -Telegram -Pinterest: visual content

***DATABASE:***

-Fashion snoops -Business Insights -eMarketer

***COMPUTER TECHNOLOGY:***

-PowerPoint -Excel -Brightspace -Microsoft Word -Google Docs -Google Drive -MacOS

***LANGUAGES:***

-English -Bangla: fluent -Spanish: beginner -Urdu: beginner

***TRAVEL:***

Cancun, Mexico. April 2024