

TENZIN CHOZIN

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ACADEMIC BACKGROUND

New York City College of Technology

B.S Business and Technology of Fashion

Expected Graduation May 2020

PROFESSIONAL EXPERIENCE

Footlocker, *Cashier/Part time*, Manhattan, NY

Dec. 2017 - Current

- Correctly managing cash during closing and opening
- Greeting customers and helping out when needed with a product
- Manage customers pick up orders and delivery orders
- Train new employees by providing vignettes for them to abide by and supervising them

INTERNSHIP EXPERIENCE

Alexis Bittar

Aug. 2017 - Aug. 2017

Brooklyn, New York City

- Photographed samples for preparation, ensuring quality was apparent
- Tagged all samples quickly and accurately in preparation for market
- Managed Spring 2018 samples and created a tracker to help the merchandising team better track samples out on loan
- Organized and archived design teams' inspiration images

Place Showroom

Jan. 2020 - Current

Manhattan, New York City

- Monitor and track inventory of samples
- Send samples to buyers and LA sales reps when necessary
- Learn our database program called Showroom Exchange as well as NuOrder and Joor which is used to create line sheets, place orders and create notes for buyers.
- Daily administrative tasks such as organization, filing and ordering supplies when necessary.

CERTIFICATION

SEXUAL HARASSMENT CERTIFICATION 2020:

Gender-Based Harassment and Sexual Violence Student Curriculum Certificate