

Teresina Tomaino

BUF 4900

Supervisor: Eva-Karlotta Tatar

Title: Product, Sourcing, and Production Manager

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Date	Time in	Time Out/ Hours	Activities
12/5/22	9:00am	11:00am (2 hours)	Introduction day, set up my accounts and toured the space.
1/20/23	9:00am	4:00pm (7 hours)	Researched brands and created a plan to reach out to them for manufacturing relationships.
1/24/23	9:00am	1:00pm (4 hours)	Continued research of brands.
1/25/23	9:00am	5:00pm (8 hours)	Wrote and sent out emails about potential manufacturing partnerships.
1/27/23	9:00am	5:00pm (8 hours)	Pulled pieces from the showroom for the upcoming trunk show. Packed all the pieces to be shipped.
1/31/23	9:00am	1:00pm (4 hours)	Took inventory of hardware and placed orders for low stock items.
2/1/23	9:00am	5:00pm (8 hours)	Began research on eco-friendly leather adhesive. Attended the Lineapelle Leather show.
2/3/23	9:00am	5:00pm (8 hours)	Organized and researched contacts from the Lineapelle show. Packed products to ship to customers.
2/7/23	9:00am	1:00pm (4 hours)	Packed products and materials for upcoming trunk show. Packed products to ship to customers.
2/8/23	9:00am	5:00pm (8 hours)	Researched natural leather care products. Placed orders for production materials.
2/10/23	9:00am	5:00pm (8 hours)	Put together research to outline a product care page for the company website.
2/14/23	9:00am	1:00pm (4 hours)	Researched sources for Ultrasuede leather within the United States, and presented care page research.

2/15/23	9:00am	5:00pm (8 hours)	I took images of new products, measured and labeled the images with product measurements.
2/17/23	9:00am	5:00pm (8 hours)	Researched how to get products' carbon footprint measured.
2/21/23	9:00am	1:00pm (4 hours)	Merchandised bags in the showroom and packed products for delivery.
2/22/23	9:00am	5:00pm (8 hours)	Took images of new products, measured, and labeled the images with the measurements. Researched eco-friendly thread manufacturers and continued ultra-suede research.
2/24/23	9:00am	5:00pm (8 hours)	Presented research on measuring the carbon footprint of the company, gather inspiration for the layout of the care page
2/28/23	9:00am	1:00pm (4 hours)	Began researching inspiration for “made in America” online page.
3/1/23	9:00am	5:00pm (8 hours)	Packaged products for giveaway and continued researching for the “made in America” page.

3/3/23	9:00am	5:00pm (8 hours)	Packaged products to be mailed out to customers, and continued research.
3/6/23	1:00pm	2:00pm (1 hour)	Led a zoom call with a carbon measuring company.
3/7/23	9:00am	1:00pm (4 hours)	Finished research on thread and continued research on carbon footprint measuring.
3/8/23	9:00am	5:00pm (8 hours)	Continued research on ultrasuede sourcing and organized samples of ultrasuede. Packed product to ship to client.
3/10/23	9:00am	5:00pm (8 hours)	Research on magazines writing about sustainable brands, and research brands currently being written about.
3/14/23	9:00am	1:00pm (4 hours)	Began research on potential magazines for our new line of handbags to be featured in. Followed up on suede sourcing.

3/15/23	9:00am	5:00pm (8 hours)	Continued research on potential publications.
3/17/23	9:00am	5:00pm (8 hours)	Merchandised showroom, organized packing area of the office, and continued research on publications.
3/21/23	9:00am	1:00pm (4 hours)	Began research on potential influencer collaborations.
3/22/23	9:00am	5:00pm (8 hours)	Presented research on publications, continued research on influencers, and prepared boxes for product packaging.
3/24/23	9:00am	5:00pm (8 hours)	Updated publication research and continued research on influencer collaborations.
3/28/23	9:00am	1:00pm (4 hours)	Organized publication research for upcoming final presentation. Packaged orders for delivery to clients.
3/29/23	9:00am	5:00pm (8 hours)	Attended the FIT Sustainability conference.
3/31/23	9:00am	5:00pm (8 hours)	Attended the FIT Sustainability conference.
4/4/23	9:00am	1:00pm (4 hours)	Packed products and leather samples to be shipped to clients. Unpacked new hardware checked quality and took images for comparison. Went to several stores within the neighborhood to purchase materials.
4/14/23	9:00am	5:00pm (8 hours)	Packed and shipped an order. Unpacked boxes and merchandised new bags. Organized the sample room.
4/18/23	9:00am	1:00pm (4 hours)	Picked up leather and hardware orders from local shops. Organized the zipper section of the atelier. Helped pack for a selling event.
4/19/23	9:00am	6:00pm (9 hours)	Took images of a customer's bag sent for refurbishment. Took images to send out of the creation process. Began research on belts. Attended a selling event at the Doubles Club.
4/21/23	9:00am	5:00pm (8 hours)	Packed client's order to be delivered, research where to source belt buckles, took images of products for quality control.

4/25/23	9:00am	1:00pm (4 hours)	Prepared samples to be shipped to a client, wrapped a roll of leather to be shipped back to the farm, and organized the sample room.
4/26/23	9:00am	5:00pm (8 hours)	Took images of in progress bags to be sent to clients, pulled hardware based off the cut ticket for a new bag, and organized the leather samples.
4/28/23	9:00am	5:00pm (8 hours)	Packed a client's refurbished bag to be returned, sent out samples to a client, collaborated with another intern for belt research, and took images of a completed bag.
5/2/23	9:00am	1:00pm (4 hours)	Packed bags for 2 clients to be shipped out, took images of products to be sent to clients, continued belt research, and processed a client's return.
5/3/23	9:00am	5:00pm (8 hours)	Pulled and packed hardware to be returned to hardware supplier, packed belt to be shipped to a client, and packed sample bags for an upcoming selling event.
5/5/23	9:00am	5:00pm (8 hours)	Packed products to be shipped to clients. Took images of products for quality control. Discussed belt research with other interns.
5/9/23	9:00am	1:00pm (4 hours)	Pulled and priced products for pop up shop.
5/12/23	9:00am	12:00pm (3 hours)	Packaged products for delivery, discussed alterations with the craftsmen.
5/16/23	9:00am	1:00pm (4 hours)	Packed products to be shipped to clients, labeled sample pieces, and unpacked and merchandised handbags.
5/17/23	9:00am	5:00pm (8 hours)	

Total hours: 303 hours

Supervisor Signature 