

Yinghe Zhao
 BUF 4900
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Timesheet

Date	Time In	Time Out	Total Hours	Activities
05/15/2023	12 pm	2:30 pm	2 hours and 30 mins	<ul style="list-style-type: none"> ● Onboarding with Alcott HR ● Filling out personal information ● Read the “Employee Manual New York NINA MCLEMORE, Inc.” pdf to learn about the company
05/18/2023	11 am	5 pm	6 hours	<ul style="list-style-type: none"> ● Watching videos about Nina McLemore's 2023 Spring and Summer Collections and some videos in which Nina interviews others ● Assisting with the merchandise displays
05/19/2023	11 am	5 pm	6 hours	<ul style="list-style-type: none"> ● Practice on how to answer clients’ phone calls ● Assisting in maintaining the showroom standards with the supervisor ● Practice on how to pack the package that clients bought something online and need to ship to them
05/26/2023	11 am	5 pm	6 hours	<ul style="list-style-type: none"> ● Greeting the clients in NYC showroom ● Finding merchandise in the showroom that need to ship to the clients
05/30/2023	10:50 am	5 pm	6 hours and	<ul style="list-style-type: none"> ● Practice on how to research

			10 mins	<p>people (women) that could become Nina McLemore's customers or clients</p> <ul style="list-style-type: none"> ● Helping the customer service team to pack the packaging that needs to ship to the clients
05/31/2023	10:50 am	5 pm	6 hours and 10 mins	<ul style="list-style-type: none"> ● Assisting with the customer service team to find the products in the showroom that clients purchase online ● Saving the potential clients or customers information in the system
06/02/2023	11 am	5 pm	6 hours	<ul style="list-style-type: none"> ● Research people (women) that could become customers or clients ● Collaborate with customer service and sales teams to pack the packaging that needs to send to the customers
06/06/2023	10:45 am	5 pm	6 hours and 15 mins	<ul style="list-style-type: none"> ● Helping colleague to put garment plastic bag on some clothing that needs to ship (TRAVEL LINE) ● Collaborate with customer service to pack the packagings that need to ship to the customers ● Prospect: entering potential customers' information in ACT
06/07/2023	10:50 am	5 pm	6 hours and 10 mins	<ul style="list-style-type: none"> ● Research people (women) that could become customers or clients and put their information in the system ● Assisting with packaging that needs to ship to the customers
06/09/2023	10:50 am	5 pm	6 hours and 10 mins	<ul style="list-style-type: none"> ● Helping the sale team to hand the products to the customers that make a purchase on the

				<p>phone (only for the customers whose office is nearby the showroom)</p> <ul style="list-style-type: none"> ● Collaborate with the marketing team to enter potential customers' information into ACT
06/13/2023	10:50 am	5 pm	6 hours and 10 mins	<ul style="list-style-type: none"> ● Trying on different types of products (such as Swings, Car Coat, Suzannes, pants and so on) in the showroom and telling the differences between them ● Research people (women) that could become customers or clients and put their information in the system
06/14/2023	10:45 am	5 pm	6 hours and 15 mins	<ul style="list-style-type: none"> ● Collaborate with customer service to pack the packaging that needs to be shipped to the customers ● Assisting the sales team with showroom visual presentations and putting all the clothing (the clothing that customers tried them on) back in its original places ● Entering potential customers or clients' information into ACT, like their name, email address, company, phone number, etc.
06/16/2023	10:45 am	5 pm	6 hours and 15 mins	<ul style="list-style-type: none"> ● Learning how to fill out the ordering forms for both the sales and customer service teams ● Collaborate with customer service and sale team to pack the packagings that need to be shipped to the customers ● Helping the marketing team to save the customers' information into ACT, which

				are including their name and contact information
06/20/2023	10:45 am	5 pm	6 hours and 15 mins	<ul style="list-style-type: none"> ● Research people (women) that could become customers or clients and put their information in the system ● Learning how to dial the credit card machine
06/21/2023	10:45 am	5 pm	6 hours and 15 mins	<ul style="list-style-type: none"> ● Collaborate with the sales team to fill out the ordering forms ● Learning how to create the shipping label on the computer ● Assisting the customer service team in finding items in the showroom that customers purchase on Nina McLemore's website
06/23/2023	10:45 am	5 pm	6 hours and 15 mins	<ul style="list-style-type: none"> ● Helping the sales team to hand the products to the customers that make a purchase on the phone (only for the customers whose office is nearby the showroom) ● Filling out the order forms for the sales team ● Saving clients' contact information in the company system
06/27/2023	10:45 am	5 pm	6 hours and 15 mins	<ul style="list-style-type: none"> ● Helping the marketing team to save the customers' information into ACT, which includes their name and contact information ● Prospect: saving information in the system (ACT).
06/28/2023	10:40 am	5 pm	6 hours and 20 mins	<ul style="list-style-type: none"> ● Assisting colleagues with taking the clothes downtown for the next two days' video


				<p>and photo shooting</p> <ul style="list-style-type: none"> ● Maintaining the showroom standards and visual presentations with Director, like putting the clothing back in its original places
06/29/2023	9:30 am	5:30 pm	8 hours	<ul style="list-style-type: none"> ● Helping colleague to check the clothing that needs to be used for the video shoot in the afternoon ● Assisting with putting the garments in numerical orders that are needed for the photo shoot the next day
06/30/2023	8:45 am	6: 10 pm	9 hours and 25 mins	<ul style="list-style-type: none"> ● Assisting with the 2023 Fall collection photo shoot, like handing the accessories to the models and handing the clothing to the dressers (colleagues) ● Putting the clothing tags back on the clothes after finishing shooting ● Assisting with packaging the shoes, clothes, accessories, and bags after finishing shooting
07/05/2023	10:40 am	5 pm	6 hours and 20 mins	<ul style="list-style-type: none"> ● Picking up clients and customers' phonecalls ● Saving clients' contact information into ACT
07/11/2023	10:50 am	5 pm	6 hours and 10 mins	<ul style="list-style-type: none"> ● Research people (women) that could become customers and enter them in ACT ● Assisting colleague with packaging
07/12/2023	10:50 am	5 pm	6 hours and 10 mins	<ul style="list-style-type: none"> ● Maintaining the showroom standard and visual presentations ● Emailing and giving the return labels to customers

				who want to return the merchandise
07/13/2023	10:50 am	5 pm	6 hours and 10 mins	<ul style="list-style-type: none"> ● Helping Director to create shipping labels ● Emailing potential customers that work at Simpson
07/14/2023	10:40 am	5 pm	6 hours and 20 mins	<ul style="list-style-type: none"> ● Dialling the credit card machine ● Creating shipment labels and packaging the packages that need to ship ● Sending out emails to customers after 3 weeks purchasing
07/18/2023	10:20 am	5 pm	6 hours and 40 mins	<ul style="list-style-type: none"> ● Answering clients' phonecalls ● Putting try on items to its original place ● Saving potential clients' contact information to the system
07/19/2023	10:20 am	5 pm	6 hours and 40 mins	<ul style="list-style-type: none"> ● Sending out emails to customers after 3 months purchase ● Sending out emails to potential customers who work at Withers
07/20/2023	10:20 am	5 pm	6 hours and 40 mins	<ul style="list-style-type: none"> ● Sending out emails to customers who work at Schuler, Roth ● Helping customer service team to make boxes for shipping
07/21/2023	10:10 am	5 pm	6 hours and 50 mins	<ul style="list-style-type: none"> ● Watching Fall 2023 Nina McLemore collection video ● Reaching out customers who works at law firms via email ● Answering clients phone calls
07/25/2023	10:10 am	5 pm	6 hours and 50 mins	<ul style="list-style-type: none"> ● Helping sales team to update the 333 contact lists on Excel

				<ul style="list-style-type: none"> Assisting with making the Fall 2023 swatch books
07/26/2023	10 am	5 pm	7 hours	<ul style="list-style-type: none"> Sending products from downtown production to the showroom Packaging shipments for clients who purchase online or on phone Updating the prospect lists
07/27/2023	10:20 am	5 pm	6 hours and 40 mins	<ul style="list-style-type: none"> Updating the potential customer contact lists Sending out emails to customers who on the prospect list
07/28/2023	12 pm	6 pm	6 hours	<ul style="list-style-type: none"> Updating customer history for Houston showroom since 2018 to present
08/01/2023	10:10 am	5 pm	6 hours and 50 mins	<ul style="list-style-type: none"> Assisting with packaging products to the warehouse Sending out emails to customers who listed on the 333 contact list
08/02/2023	10:10 am	5 pm	6 hours and 50 mins	<ul style="list-style-type: none"> Creating clothing descriptions to the inventory Shipping all the products that need to send to the inventory Helping customer service team to find merchandise in the showroom
08/02/2023	10:10 am	5 pm	6 hours and 50 mins	<ul style="list-style-type: none"> Answering clients' phone calls Updating customer history email list for Florida showroom since 2018 to present
08/03/2023	10 am	5 pm	7 hours	<ul style="list-style-type: none"> Listing all the products' style #, color, and size and ship all of them that needs to send to the production (Downtown) Updating customer history

				email list for Florida state for specific style # since 2018 to present
08/07/2023	10:30 am	5 pm	6 hours and 30 mins	<ul style="list-style-type: none"> • Helping customer service team finding merchandising in the showroom • Packaing the products to clients that who purchased online
08/08/2023	10:20 am	5 pm	6 hours and 40 mins	<ul style="list-style-type: none"> • Updating customer history email and phone number list for Showroom for specific style # since 2018 to present • Updating the 333 contact lists

Total hours: 250 hours and 10 minutes

Signature: 

Date: ___08/08/2023___