

ROBIN KAZDAN

AM-16555

PERSONAL INFORMATION

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Languages: English, French, Greek (spoken, written)
Mobility: Available for travel

CAREER OBJECTIVES

Securing a position within a dynamic and expanding enterprise where I could fully utilize my skills and intuition in Fashion Management (Sales, Purchasing, Operations) as well as actively participate in the achievement of prescribed corporate objectives.

EDUCATIONAL BACKGROUND

1988 – 1990 **McGILL UNIVERSITY, Montreal, Quebec**
Undergraduate courses in Teaching

1984 – 1987 **McGILL UNIVERSITY, Montreal, Quebec**
Bachelor of Communications
Minor in Anthropology

1982 – 1984 **DAWSON COLLEGE, Montreal, Quebec**
Diploma of Collegiate Studies in Arts & Humanities

COMPUTER LITERACY

■ Microsoft Office (Word, Excel)

PERSONAL APTITUDES

- Possesses excellent communication (verbal and visual), active listening, negotiation and people skills.
- Capable of managing multiple customer accounts projects simultaneously with success and minimum supervision.
- Self-starter as well as team player, organized, fast learner.
- Possesses a strong intuition and visionary approach to fashion.
- Adapts rapidly to new working and multicultural environments.
- Responsible, punctual, trustworthy.

EMPLOYMENT**HISTORY**

Robin

Kazdan

1992 - 2006

L'AVENIR, Montreal, Quebec
High-end Ladies Fashion Accessories Retailer

POSITION:**Manager / Proprietor / Self-employed**

- ▶ Assuming all responsibilities pertaining to company's daily operations management and growth.
- ▶ Coordinating sales and ensuring highly professional, courteous, attentive and efficient customer service (solving complaints, managing returns, shipping, mail-orders, listings, business communications).
- ▶ Purchasing accessories' collections: selecting lines, negotiating price and maintaining excellent relations with local and international suppliers.
- ▶ Accounting and administration: accounts payable and receivable (credit cards), preparing daily bank deposits, daily/monthly/year-end balance, negotiating and renewing rent and business agreements.
- ▶ Planning, creating and implementing innovative merchandising / marketing / advertising and pricing strategies to increase sales and ensure collections' success and turn-over.
- ▶ Controlling seasonal stocks and managing inventories.
- ▶ Managing three (3) sales and customer service employees (selecting, training, motivating, supervising and evaluating).
- ▶ Traveling to major industry fashion shows (Magic Show in Las Vegas, California Fashion Accessories Show in Los Angeles, Jacob Javitz Center in New York) to purchase exclusive collections as well as to keep abreast of fashion/fabrics trends.

ACHIEVEMENTS :

- ▲ Structuring and organizing business start-up including lease and banking negotiation, boutiques' interior and exterior design and refurbishing.
- ▲ Increasing yearly sales volume by more than 18 % by establishing a solid client base and acquiring an excellent reputation based on innovative product selection and quality customer service.
- ▲ Planning, creating and implementing seasonal visual themes to increase customer turnover, create a visual comparative advantage and ultimately increase sales.

EMPLOYMENT HISTORY (cont'd)

Robin Kasdan

1989 – 1992 **BOUTIQUE DELAVANTE, Montreal, Quebec**
High-end Ladies Clothing Retailer

POSITION : **Assistant-Manager – Sales & Customer Service**

- ▶ Assuming the responsibilities of the owner during his absences :
 - managing sales, customer service and daily cash flow;
 - managing weekly inventory and controlling stocks;
 - supervising/training/motivating & customer service employees
 - ensuring a courteous, rapid and efficient customer service as well as solving minor complaints;
 - responsible for opening and closing daily operations.

ACHIEVEMENTS : ▲ Best sales person three consecutive years.

1987 - 1988 **BOUTIQUE DIFFERENCE, Montreal, Quebec**
High-end Ladies Clothing Retailer

POSITION: **Manager / Salesperson**

- ▶ Responsibilities similar to the position described above.

ACHIEVEMENTS: ▲ Achieving and surpassing yearly prescribed sales objectives by more than 35%.

VOLUNTEER WORK

Since 1995 **MONTREAL CHILDREN HOSPITAL, Montreal, Quebec**
Just For Kids Foundation – Non-profit organization

- ▶ Actively participating in various fund-raising activities by planning and organizing special events to support the foundation's vocation to purchase new and high-priority equipment that provide less-invasive and often lifesaving procedures.

PERSONAL INTERESTS

- ☼ Fitness, soccer, pilates, martial arts, walking.
- ☼ Painting, design (clothing and furniture), decoration, cinema, theatre, multiple family and cultural activities.

REFERENCES AVAILABLE UPON REQUEST

THEATRICAL CREDITS

Barney's Version . 2009

Actra Credit – PT 60104

Starring Dustin Hoffman

Speaking Roll in Scene with Dustin Hoffman and Mimi Rogers

When Kids Rule The World

Play at the Centaur Theater – 2001

Help behind the scenes with Make up and Wardrobe

Isn't She Great 2000 – Major Motion Picture

Starring Bette Midler and Nathan Lane

Extra work for 3 full days

Meat Balls 3 – Major Motion Picture

Starring Patrick Dempsey

Extra Work for 4 days

Have also helped in Numerous Childrens plays with a Montreal company

Children's Productions