



SIVAN SURKIN

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PERSONAL SUMMARY

Results-driven Fashion Business Professional with a proven track record in enhancing productivity and ensuring efficient task completion. Expertise in administrative support, planning, and managing confidential correspondence. Strong time management, problem-solving, and multi-tasking skills facilitate seamless operations in high-pressure environments. Committed to fostering effective communication to support organizational goals.

SKILLS

- Microsoft Suite
- Adaptable
- Detailed
- Eloquent Speaker
- Critical Thinking
- Market Research & Analysis
- Resourceful
- Meticulous Organization
- Collaborative Teamwork
- Deck Creation

WORK EXPERIENCE

Executive Assistant/ Jr. Stylist AZSN Studio New York, NY	02/2024 - 03/2025	Cashier/ Customer Service Specialist Maxfield Los Angeles, CA	10/2021 - 07/2022
<ul style="list-style-type: none">Assisted in styling professional athletes and maintained their confidentiality.<ul style="list-style-type: none">Selected & sourced apparel, accessories, and footwearPoint of contact of all PR correspondents - reach outs, meetings, & coordinationDeveloped spreadsheets to track & manage inventory, and created decks for shoots, projects, and clients.Contributed to multiple commercial shoots by assisting with styling tasks during prep, execution, and completion.Provided administrative support to accounting team & managed calendars.		<ul style="list-style-type: none">Processed transactions for luxury, high-value items swiftly and accurately.Entered new customer information & new products into company database for accurate record keeping.Assisted in monitoring KPIs associated with ongoing initiatives.Adapted to various roles including: selling on sales floor, administering cycle counts, assisted in visual merchandising, and assisted with merchandise buys.	
Casting Intern Liz Goldson Casting NY Paris, FR	Seasonal	Sales Associate/ Key Holder Golden Goose Deluxe Brand Los Angeles, CA	07/2021 - 10/2021
<ul style="list-style-type: none">Supported casting for Vivienne Westwood's SS24 runway show at Paris Fashion Week.Coordinated model schedules and facilitated preparation for casting sessions.Ensured all models were accounted for, prepared, and in correct show order.		<ul style="list-style-type: none">Executed in-store and phone sales using extensive product knowledge.Created daily and weekly Excel reports for executive review based on the store's sales and foot traffic.Handled customer requests by managing the transfer of necessary products.Coordinated sales floor and back stock areas for optimal organization, and inputted new inventory into database	
Member Services Agent Spring Place New York, NY	11/2022 - 06/2023	Sales Associate/ Social Media Manager Elle A. Los Angeles, CA	10/2020 - 07/2021
<ul style="list-style-type: none">Managed the booking of conference rooms, ensuring optimal space utilization for various events and meetings.Responded to emails and phone calls promptly, enhancing communication efficiency for attendees, and resolving conflicts.Provided administrative support for members and management		<ul style="list-style-type: none">Sold merchandise, processed transactions, and packaged online orders.Conducted training sessions for onboarding employees.Coordinated procurement of merchandise and maintained detailed inventory records.Social Media: created new weekly content, styled flat lays and try-on outfits to promote sales.	

EDUCATION

Bachelor's Degree Fashion Business Management Fashion Institute of Technology New York, NY May 2025	Semester Abroad American Business School of Paris Paris, FR 2023
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REFERENCES & WEBSITE

References available upon request

sivansurkin.wixsite.com/my-site

*Website showcases school & work projects