



SIVAN SURKIN

sivansurkin@gmail.com | (818)960-8120 | New York, NY 10009

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
- CRM
- Market Research & Analysis
- Resourceful
- Meticulous Organization
- Collaborative Teamwork
- Deck Creation

WORK EXPERIENCE

Executive Assistant/ Jr. Stylist

02/2024 - 03/2025

AZSN Studio | New York, NY

- Assisted in styling professional athletes and maintained their confidentiality.
 - Selected & sourced apparel, accessories, and footwear
- Crafted PR email correspondence to target brands, coordinated and participated in follow-up meetings.
- Developed 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.

Sales Associate/ Key Holder

07/2021 - 10/2021

Golden Goose Deluxe Brand | Los Angeles, CA

- Executed in-store and phone sales using extensive product knowledge.
- Processed transactions and managed customer payments efficiently.
- 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

Casting Intern

Seasonal

Liz Goldson Casting NY | Paris, FR

- 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.

Sales Associate/ Social Media Manager

10/2020 - 07/2021

Elle A. | Los Angeles, CA

- 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.

Cashier/ Customer Service Specialist

10/2021 - 07/2022

Maxfield | Los Angeles, CA

- 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.

Sales Associate

08/2019 - 09/2020

Pacsun | Los Angeles, CA

- Facilitated successful transactions through strategic sales activities.
- Organized merchandise displays to optimize customer engagement.
- Oversaw fitting room operations seamlessly.

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

REFERENCES & WEBSITE

References available upon request

sivansurkin.wixsite.com/my-site