

# Stefanie Celio

8 Avenue de Verdun Beausoleil, 06420 France  
Tel: +33 603846461 Email: [celiostefanie@gmail.com](mailto:celiostefanie@gmail.com)  
[https://www.linkedin.com/in/stefanie-celio\\_066406b6/](https://www.linkedin.com/in/stefanie-celio_066406b6/)

## EDUCATION

**BBA Marketing**

New York, LIM University | May 2017

**Languages and Business Diploma**

Sorrento, Italy | May 2012

## WORKEXPERIENCE

### FREELANCE TRANSLATOR & INTERPRETER

Beausoleil, France | January 2020-Present

- Translate articles and credits for L'Officiel Magazine from Italian to English
- Translating a regional cookbook from Italian to English
- Translation of documents, webpages, brochures, school transcripts, video audio from Italian to English and vice versa
- Facilitate effective communication between two parties that do not speak similar language by converting one spoken or written language to another

### LIDO COMPLEX

Paget, Bermuda | October 2019 - January 2020

*Marketing and Event Coordinator*

- Assisted in the organization and execution of group dinners, meetings, conferences, weddings and cocktail parties
- Notified each department of all events and bookings in order to ensure every request to be met in detail
- Advertised promotions and special events through social media networks
- Formatted and organized all client proposals and budget breakdowns
- Organized all administrative work required for each function such as deposits and billings
- Supervised and assisted throughout all functions in order to assure successful events

### TODS GROUP

New York, NY | August 2017- August 2018

*Wholesale Assistant*

- Maintained relationships with brand's clients while targeting a new client database
- Managed the showroom and appointments during seasonal market appointments
- Sustained and provided support for all order processing and shipments within the US and Canada
- Responsible for monthly product bulletin update to markets
- Provided monthly fiscals reporting and sell-through per product for each client

## INTERNSHIP EXPERIENCE

### MaxMara

New York, NY | January 2017 – June 2017

*Buying Intern*

- Created buy books to provide stores with seasonal information on inspiration, styling, and styles bought by collection
- Assisted in compiling training materials, product knowledge, packets and newsletters for store visits
- Managed copy and samples for Bloomingdales.com turn in; attended shoots and styled looks according to brand image
- Analyzed best and worst sellers by class for each season by reviewing overall sell-through and sales volume
- Made recommendations for store transfers based on style selling analysis in order to improve overall efficiency

### MARIE CLAIRE

New York, NY | September 2016 – December 2016

*Fashion Intern*

- Maintained organization of the fashion closet and coordinated samples for print and digital shoots
- Compiled and prepared looks for run-throughs and upcoming shoots
- Assisted Editors with styling looks and creating editorial boards for Nina Garcia
- Conducted a seamless execution from start to finish for the shipping and receiving of merchandise for each shoot

### ETRO

New York, NY | January 2016 - May 2016

*Public Relations Intern*

- Conducted daily merchandise tracking for photo shoots by checking samples in and out of the showroom
- Selected garments and accessories used for promotional marketing
- Monitored fashion magazines to evaluate potential future spreads opportunities and analyzed brand competitors
- Assisted during press days by showing new collections to editors for future product placement

### Alberta Ferretti

New York, NY | September 2015 - December 2015

*Wholesale Intern*

- Analyzed sales reports and customer notes to help the team with sales goals
- Visited stores to ensure RTV's and transfers were identified
- Created mail packets using PowerPoint with current and limited-edition collections for clients
- Helped the sales team with presenting lines to buyers and dressing models during Market season

## RELEVANT SKILLS & EXPERIENCES

**Computer:** Proficient in Microsoft Office (Word, Excel, PowerPoint) and all social media outlets

**Organization:** Member of The American Marketing Association since 2015

**Languages:** Fluent in Italian and English and B1 level French

**Volunteer:** New York Fashion Week - 2016, Coterie Trade show - 2015, Tranoi Trade show - 2015-2017, D&A Trade 2015-2017