

Amanda M. Castro

805.451.5817 | amanda_castro83@yahoo.com | <https://www.beyondblack.biz/portfolio>

OBJECTIVE

Dedicated, creative, and motivated wardrobe stylist with proven leadership and organizational skills seeking to leverage background in visual aesthetics, apparel design, and sales into a formative role with a reputable fashion company.

EXPERIENCE

Business Owner/Stylist August 2010 – Present *Beyond Black*

- Personally assist hundreds of clients to identify and enjoy their personal style, from wardrobe to accessories to shoes, on a seasonal and on-going basis, utilizing a virtual closet management tool, as well as Evernote, to stay organized.
- Manage and maintain confidential personal records on each client.
- Develop monthly newsletter to keep clients informed of current trends, styles, sales, and ways to utilize my styling tips & tricks.
- Coordinate all aspects of day-to-day business operations including emails, phone calls, invoicing, travel, calendaring, client management, and client closet management.

Interim Assistant Merchandiser August 2017 – Present *Betabrand*

- Manage multiple shared databases in G Suite to ensure they are up to date, pulling correct information, and are accurate to product timelines, materials, release dates, costs, and margins.
- Provide administrative support specifically focused on the execution of all product launches.
- Work cross-functionally with teams and departments as the point of contact within Merchandising to make sure all components of a project are being completed on time.
- Maintain and build out project release calendar to ensure successful crowdfunding.
- Assist in product development by ideating new styles and campaigns to launch in shoes and bags.

Front Desk Coordinator January 2017 – July 2017 *TDA Investment Group*

- Assisted the Executive Assistant with projects such as events, gifts, expense reports, calendaring, travel, scanning, and filing, including confidential and private projects, both personal and professional, for the CEO.
- Organized Dropbox database for CEO and Executive Assistant by implementing new naming conventions yielding easier searches and access.
- Answered, screened, and transferred all incoming phone calls.
- Prepared and shipped all UPS/USPS/FedEx packages for the office.
- Placed weekly grocery order for office of 15 people that accounted for expense, quantity, and item type.
- Handle office purchasing through Amazon, Safeway, UPS, Give Something Back, and other vendors.

Human Resources Coordinator January 2012 – January 2015
diaDexus

- Prepared new hire binders for all new employees and processed all paperwork including I-9 forms through E-Verify.
- Generated termination packets for all termed employees.
- Administered and facilitated the terms of leaves of absences like FMLA, CFRA, STD, PFL, and PDL for various employees.
- Coordinated employee benefits and functions such as company flu shots, holiday parties, annual events, extended learning, lunchtime enrichment activities, etc.
- Kept up-to-date copies of all federal and state forms relating to the on-boarding and off-boarding of all employees.
- Created offer letters.
- Enrolled employees in benefits through the software, Benetrac.
- Performed verifications of employments on current and past employees
- Maintained and updated confidential company organizational chart
- Maintained and updated emergency evacuation rosters and emergency phone tree
- Processed all worker's compensation claims.
- Assisted in benefits renewal with insurance broker.

Sales Associate January 2010 – January 2011
Ambiance

- Provided consistent quality customer service to all customers.
- Cleaned the retail space daily and nightly.
- Continuously learned and utilized knowledge of various brands' fit, fabrics, and sizing to find customers what they needed in as few tries as possible.
- Managed the cash-wrap and phones.
- Personalized all customer-shopping experiences by helping them find a perfect look for a specific event or life need.

TOOLS / SOFTWARE:

Slack, Magento, Periscope, Hue & Stripe, Evernote, G Suite, Wix, Mailchimp, Polyvore, Instagram, Adobe Acrobat, MS Outlook, Word, Excel, PowerPoint, Visio, E-Verify, Venmo, PayPal, Square, Plansource, Retail Pro, Benetrac, FedEx, ADP, Dreamweaver, Sharepoint

EDUCATION

San Francisco State University | May 2008
B.S. in Apparel Design & Merchandising | Concentration: Design

WEBSITE/PORTFOLIO:

<https://www.linkedin.com/in/amandacastro/>
<https://amandacastro83.polyvore.com>