

# Margherita Maria Schiliro

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## Summary

High-energy professional brings top-notch communication, problem solving and teamwork to marketing organization. Thorough understanding of concepts to assist brand development.

## Skills

- Punctual
- Organized
- Driven
- Microsoft and Mac Fluent
- Social media marketing
- Administrative support
- Blogging
- Industry trend understanding
- Content strategy

## Experience

Seller at Coterie Fair | FORI Showroom | NYC | September 2021

- Attending the seasonal new collection presentation;
- Presenting and selling the collection to wholesale customers;
- Relate with the client.
- Maintaining and improving relationship with the client.
- Participated in frequent communication with other administrative team members.
- Presented the new collection to boutiques around the world.

## Digital Marketing Intern

Condor Trade S.R.L INBLU | Verolanuova, Italy | Feb 2017-July 2018

- Developed targeted content for all social media platforms and company website.
- Planned and set-up at various trade shows and events.
- Contributed to commercial campaign shoots.
- Participated in the construction of the company's website.
- Contributed to preparation of detailed promotional presentations.
- Monitored social media for trending news, ideas and feedback.
- Developed social media initiatives and created daily content on Facebook, Twitter, Instagram and emerging social platforms to engage current fans and acquire new ones.

## Executive Assistant

Kristina Ti Showroom | Milano, Italy | Feb 2016-Jun 2017

- Organized and scheduled meetings with global executives using video teleconference.
- Supervised executive and management calendars while allocating tasks to administrative support team for smooth operational flow.
- Participated in frequent communication with other administrative team members, human

resources and finance department on special projects and events.

- Ordered catering or restaurant delivery to offer food and beverages to meeting and conference attendees.
- Answered phones and emails for Kristina Ti with efficiency and appropriate responses.
- Email Management.
- Restocked office and break room supplies to maximize team productivity.
- Supported office needs including taking messages, scanning documents and routing business correspondence.

### **Au Pair**

Cultural Care Usa Inc. | Chatham, NJ | Sep 2014-Sep 2015

- Observed and monitored play to identify developmental strengths and target areas for enrichment activities.
- Supported household operations by completing laundry, cooking meals and performing light cleaning.
- Recorded information about behavior, food service and medication dispensing.
- Secured indoor and outdoor premises to protect children under care.
- Helped prepare meals, snacks and refreshments for children, accounting for individual dietary needs and restrictions.
- Discussed new developments, misbehavior and concerns with parents or guardians.
- Maintained organized and clean children's areas.
- Organized and planned age-appropriate lessons involving reading, crafts, music and movement.

### **Childcare Provider**

Welsh Family | Los Angeles, CA

- Began teaching Italian at the early stages of Infanthood.
- Secured indoor and outdoor premises to protect child under care.
- Observed and monitored play to identify developmental strengths and target areas for enrichment activities.
- Helped prepare meals, snacks and refreshments for child, accounting for dietary needs and restrictions.
- Balanced schedules to provide optimal rest, play and educational periods.
- Used techniques such as positive reinforcement and behavior modeling to instill discipline in child.
- Kept child safe and secure at all times.
- Assisted child in developing fine motor skills in preparation for preschool and kindergarten.
- Organized and planned age-appropriate lessons involving reading, crafts, music and movement.
- Assisted children in development of social, communication and problem-solving skills.

### **Education and Training**

**Associate of Arts And Sciences: Marketing And Communication**

ITS Machina Lonati Di Brescia | Italy | Jul 2017

**Certificate: History of American Fashion**

Long Island University | Greenvale, NY | Dec 2014

**Business And Professional Training: English**

County College of Morris | Randolph Township, NJ | May 2015