

## Michelle Martin

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### **Education**

Stony Brook University/ CLS by Barbri  
Long Island Business Institute  
Fashion Institute of Technology

Suffolk County Community College

Paralegal Certificate Course 2023

AAS Court Reporting 2021

BS Fashion Merchandising

Minor: Economics 2015

AAS Liberal Arts 2013

### **Hearst Magazine Internships**, NYC

**Marie Claire Magazine**, Fall 2015

**Seventeen Magazine**, Spring 2014

- Supervised the work of interns • Assisted editors and stylists on photo shoots
- Completed sitting sheets for each shoot and documented all credits for designers
- Worked with Fashion team, supporting fashion assistant
- Coordinated pick-ups and drop-offs through UPS and personal messenger services
- Created expense reports for editors
- Maintained the daily log of incoming and outgoing samples
- Helped maintain the calendar and schedules related to fashion week for a team of eight people
- Coordinated with PR companies regarding returns and pickups
- Prepared the closet for run-throughs and video segments
- Assisted with personal projects from the editor in chief and creative director
- Researched products and designers for upcoming magazine stories

### **Assistant to Stylist**, NYC

Assisted stylist prior to, during, and with closing procedures of the shoots and events

- Lays Potato Chips: Commercial, June 2016
- Spirit Awards: Promo Commercial, January 2016
- Nick Jr.: Shimmer and Shine Commercial, August 2015
- Adon Magazine: October Issue, June 2015
- Solis Magazine: November Issue, February 2015

### **Bartender**

Serve patrons quickly and efficiently. Handle cash and credit card transactions. Keep a clean workspace and maintain stock and product.

- That Meetball Place, Patchogue, NY
- Dublin Deck, Patchogue, NY
- Mannino's, Commack, NY
- Del Fuego, St. James, NY

October 2020-Present

May 2018-October 2020

October 2017-May 2018

March 2017-October 2017