

# Haley Colbert

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## EDUCATION

University of Delaware - Newark, DE | Bachelor of Arts  
Fashion Merchandising, Completed in May 2023

- Advertising Minor
- Business Administration Minor

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## EXPERIENCE

### Capelli New York

*Sales Assistant*

**New York, NY**

*November 2023-Current*

- Run inventory reports for multiple commodities weekly or as needed before meetings.
- Request and send samples out to buyers.
- Reserve or create new orders and then process them when order receipts/POs are sent.
- Takes photos of products and update web catalog images and files/PowerPoints.
- Create development requests when buyers ask to change products or when there is a new idea for a product.
- Update on-order recaps to reference what account has bought and paid.
- Meet with buyers and go over new products/previously bought stock.

### Castle Couture

*Prom Stylist*

**Englishtown, NJ**

*October 2018-November 2023*

- Used active listening skills to determine client's needs and follow through in meeting requests.
- Generated a high amount of sales exceeding manager expectations.
- Maintained up-to-date knowledge about products and promotions.
- Arranged attractive and creative displays to catch the eye of incoming customers and encourage sales.
- Monitored current trends to understand fashions and better serve customer needs.
- Resolved customer issues quickly to recapture their loyalty and maintain the sale.

### G-III Leather Fashions, Inc.

*Accounts Receivable Intern*

**Dayton, NJ**

*June 2022-August 2022*

- Reviewed customer deductions, identified supply chain non-compliance issues that dilute sales.
- Attended a full day product life cycle review, hosted by G-III Divisional Presidents of Production & Sales.
- Participated in UAT (user acceptance testing) of a new Accounts Receivable application, designed for managing and reporting customer deductions (sales dilution).
- Assisted with UAT and regression (re) testing of new invoice format being promoted, for improved customer invoices.
- Reviewed and validated invoice information to confirm accuracy and completeness (new form/old form).
- Touched base with VP credit each week for one hour, provided review of various topics related to purchase order management, supply chain issues, instruction on how to protect the sale.
- Overview of retail compliance requirements, to raise awareness to issues that result in chargebacks, and reduce the amount paid towards sales orders.

### Fordham-Lewis Consulting

*Direct Care Professional*

**Eatontown, NJ**

*May 2021-September 2023*

- Assisted at the administrative office's HR Department in upkeep of employee files.
- Coordinated daily medicine schedules and administration to help clients address symptoms and enhance quality of life.
- Assisted patients with dressing, grooming and feeding needs, along with home management tasks.
- Cleaned and organized living spaces to provide each person with the best environment for health and wellness.
- Helped clients manage money, pay bills and shop for groceries or personal items.
- Created social media content to promote the company's culture and achieve growth.

### Tantini Tanning Bar

*Sales Associate*

**Newark, DE**

*August 2020 - May 2021*

- Provided positive first impressions to welcome existing, new and potential customers.
- Educated clients on health and safety of tanning facilities and procedures.

## ACTIVITIES

- Chi Omega Sorority Member, Fashion Merchandising Club Member

## SKILLS

- Microsoft Excel, Customer Service, Trend Analysis, Microsoft Powerpoint