

IVAN GILKES

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WORK EXPERIENCE

aikaz showroom, new york, ny 01/11-present
sales agent

research and target stores that match represented brands aesthetic and price range
secure appointments and orders with buyers on a global scale
suggest orders based on knowledge of brand performance and store feedback
develop relationships with stores such as Oak, Odin, Bonnie & Clyde, Acrmiony, Stel's, Harvey Nichols HK, & Restir among others
represent brands at trade shows
maintain showroom appearance and organization
rebuilt and now maintain showroom website to more accurately reflect the company
maintain social media (wordpress, twitter, facebook)

nars cosmetics, new york, ny 08/09-01/11
administrative/sales assistant

wrote product and tester orders based on store needs and sell-through
conducted staff payroll for over 50 freelance employees
recorded weekly sales and made comparisons against goals and projections
assisted account executives in scheduling and time management
created marketing and publicity materials for special events

institute of classical architecture & classical america, new york, ny 05/08-08/08
summer intern/librarian assitant

catalogued new books and reassessed old books for system update
contacted publishers for book descriptions and information
archived old photos and manuscripts
maintained online library presence on non-profit's website

anderson architects, new york, ny 01/07-06/07
part-time intern, summer intern

worked on product research and selection
created project schedules
helped with site and building design and development through cad and model making
developed marketing materials

EDUCATION

new york university: college of arts and sciences: gpa: 3.723 08/05-05/09
bachelor of arts in urban design and architecture studies and middle eastern studies

SKILLS

proficient in:	microsoft office	adobe creative suite (photoshop, dreamweaver, indesign, illustrator)
	autocad	social media (facebook, twitter, wordpress, blogger, tumblr)
knowledge of:	sketchup	filemaker pro
	html	quark

AWARDS AND RECOGNITIONS

2005-2009: nyu presidential honors scholar
2006-2009: nyu dean's list
2009: nyu founders' day award recipient
2009: nyu urban design and architecture honors requiring completion of a thesis in the program
2009: nyu latin honors (cum laude)

ACTIVITIES

nyu presidential honors scholars program: 08/05-05/09
engaged in community service activities, lecture series, study abroad opportunities, all in order to diversify and enhance college experience
studio art minor:
took classes in digital art, photography (digital and analog), drawing, and jewelry making
study abroad:
studied at new york university's london campus (july 2007, january 2008-may 2008)