

**SUMMARY**

Aspiring sales professional with extensive background in apparel manufacturing seeking position that can use background and skills • Excellent academic training • Practical hands-on experience in running a manufacturing plant • Competent oral and written communication skills • Compelling negotiator with demonstrated ability to motivate clients as well as subordinates • Established record of proficiency, creativity, leadership, organizational and problem-solving know-how • Proven ability to accept assignments in sales, business administration, and operations and deliver desired and effective results

**EXPERIENCE**

**WEICHERT REALTORS • MORRISTOWN, NJ**  
**Sales Associate** 1996 to present  
Rent and sell residential property in the Morristown area. Interview prospects, determine their needs, and show them properties that are compatible with their desires and requirements.

**SERINA IGLIA APPAREL • NEW YORK, NY**  
**Business Consultant** 1995  
Served as a consultant in all sample and production preparations for a new designer clothing line. Orchestrated the preparation of samples as well as final production.

**MARIO AND SON COAT AND SUIT COMPANY, INC. • PASSAIC, NJ**  
**Director of Manufacturing** 1972 to 1993

*Served key roles in this apparel manufacturing company:*  
Developed this clothing contracting business that specialized in the production of women's blazers and jackets. Established fair labor rates and performed product cost analysis incorporating attributable variables and overhead. Prepared quotations and negotiated prices with clients. Worked closely with all levels of client management, responding to all inquiries and requests.

Transformed material and design patterns supplied by clients into finished ready-to-sell apparel. Supervised and coordinated the production of 60 employees involved in all aspects of cutting, sewing, pressing, and final delivery to customers. Planned and coordinated production schedules, meeting promised delivery times consistently. Developed and implemented quality control procedures that ensured conformity with customers' specifications.

Oversaw all bookkeeping and accounting tasks including cash flow projections, preparation of payroll, as well as accounts payable and receivable. Increased labor efficiency by nurturing a working environment based on motivation, delegation, and trust. Encouraged employee participation in identifying and helping to correct existing and potential problems. Maintained a log of capital equipment including a description of age and condition. Periodically inspected and purchased replacement equipment as needed.

**EDUCATION**

**Bachelor of Science in Business Administration, Major in Marketing** 1971  
SUFFOLK UNIVERSITY • BOSTON, MA

**Associate of Applied Science in Marketing** 1969  
BURDETT JUNIOR COLLEGE • BOSTON, MA

**SEMINARS AND SPECIAL TRAINING**

**Real Estate Sales Training Course • WEICHERT REALTORS, MORRISTOWN, NJ** 1996

**New Jersey State Real Estate License Course • WEICHERT REALTORS, MORRISTOWN, NJ** 1996

**Leadership Training • LIFESPRING, NEW YORK, NY** 1993

**ACTIVITIES**

**Executive Board Member**  
AMERICAN CLOAK AND SUIT MANUFACTURERS ASSOCIATION, INC. • NEW YORK, NY