

Grace Carlon

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EDUCATION

Sacred Heart University, Jack Welch College of Business

Fairfield, CT

Bachelor of Science: Fashion Merchandising & Marketing

September 2020 - May 2024

WORK EXPERIENCE

Anthropologie Weddings

Westport, CT

Bridal Stylist

May 2022 - Present

- Analyze customer preferences and provide personalized styling recommendations, specializing in event-specific outfits and bridal wear.
- Guide brides in selecting the perfect gown by considering body type, personal taste, and event theme, enhancing their shopping experience.
- Deliver exceptional customer service by resolving issues efficiently, scheduling appointments, and maintaining clear communication.
- Curate complete bridal looks, including jewelry, veils, and accessories, to meet individual style preferences.
- Facilitate a welcoming and enjoyable atmosphere for clients, contributing to positive store experiences.
- Accurately take measurements and process payments, ensuring seamless order submissions for brides.
- Collaborate with the team to develop and implement sales strategies, staying informed on market trends to drive store performance.

Darien D.D.S

Darien, CT

Receptionist

May 2019 – August 2019

- Managed daily appointment schedules, confirming and coordinating meetings for both clients and staff.
 - Operated a multi-line phone system, directing calls efficiently while providing professional and friendly service.
 - Processed payments and maintained up-to-date account information, contributing to smooth office operations.
 - Ensured office security by screening visitors, verifying identification, and maintaining a secure environment.
 - Engaged with over 20 clients daily, gathering essential information and facilitating seamless communication.
 - Provided a warm and welcoming atmosphere at the front desk, fostering positive client relations.
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SKILLS:

- **Sales & Customer Service:** Skilled in sales processing and tailoring solutions to customer needs.
 - **Collaboration:** Strong team player with a positive attitude, committed to building a supportive work environment.
 - **Marketing:** Experience in referral marketing and social media strategy, with a keen eye for fashion trends.
 - **Technology:** Microsoft Office Suit and WGSN
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INVOLVEMENT

Fashion Club Sacred Heart University

Fairfield, CT

- General Member

Women In Business

- General Member