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.

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

INVOLVEMENT

Fashion Club Sacred Heart University Fairfield, CT

- General Member

Women In Business

- General Member