

JESSICA DAVIS

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JEWELRY TRADING DIRECTOR | ACCOUNT MANAGER

Highly effective jewelry trading director with over 10 years of experience specializing in account management in the fashion and accessories trading industry. Offering an array of skills in client acquisition, customer service management, analytical skills, optimized pricing, business development, large-scale executive presentations, P&L, and trend analysis. Proven ability to implement innovative process improvements. Track record of success multi-tasking to increase sales in fast-paced environments.

SUMMARY OF QUALIFICATIONS

Sales Revenue • Account Management • Relationship Management • Artistic Design • Marketing • Quality Control • Production Leadership • Sourcing • Vendor Management • Branding • Negotiation • Event Management • Data Analysis • Technical Literacy

PROFESSIONAL EXPERIENCE

SALES & MARKETING DIRECTOR – GEM & JEWELRY | ABC Company, Chicago, IL **September 2021 – Present**

Primary role was new business development, marketing strategies and positioning as well as to head the brand overhaul. Position required in depth knowledge of diamonds, jewelry manufacturing, sales abilities and marketing tactics, including digital marketing.

- *Presented, promoted and sold products and services to clients by meeting one-on-one, assessing their needs and educating them about the technical details of diamonds and gemstones.*
- **Achieved sales targets on average of 150-200%.**
- *Established, developed and maintained client relationships to build trust that led to increased revenue.*
- *Worked closely with clients to design the ideal jewelry piece according to their needs and specifications.*
- *Sourced diamonds and gemstones from various suppliers and **negotiated prices to maximize profit.***
- **Spearheaded all marketing, advertising and promotional activities, events and campaigns, including via social media.**

ASSOCIATE | 123 Bank, Chicago, IL **October 2019 – August 2021**

Main responsibilities included handling day-to-day operations, supporting the trading desk, enhancing systems and processes, addressing client inquiries and requests in a time sensitive environment and developing reports for Senior Management.

- *Provided primary support to the Equity Derivative trading desks.*
- **Handled inquiries and resolved issues with clients through constant and effective communication.**
- *Extracted and analyzed data from different platforms to assist in recognizing patterns and creating presentations.*
- *Enhanced manual processes by facilitating automation and improved trade flow, thus **increasing efficiency and precision.***
- **Developed, implemented and drove projects while managing cross-departmental collaboration in project manager role.**

OPERATIONS MANAGER | XYZ Company, Chicago, IL **September 2017 – July 2019**

Oversaw daily operations of e-commerce company to ensure order completion while also managing relationships with clients.

- *Created and implemented online processes for new internet vending platform with retailer/wholesaler buyer interface and online international logistics interface.*
- **Built and managed core supply chain management team and managed new supply chain departments.**
- **Directed and organized day-to-day operations, leading daily meetings as well as evaluating daily output and results.**

PRODUCT CONTROLLER | AAA, Chicago, IL **June 2016 – September 2017**

Fulfilled rotation of three roles during two-years in Graduate Training Program. Efficiently responded to front office inquiries.

- *Conducted daily reconciliation of General Ledger to risk management systems for P&L books and **ongoing P&L analysis.***
- *Analyzed monthly Global Balance Sheets to provide assurance of key controls and review risk assessment of red balances.*

EDUCATION AND CERTIFICATIONS

BACHELOR OF SCIENCE – MARKETING & FINANCE, 123 College

Diamond Graduate, ABC Institute (2016)

Jewelry Design, Jewelry Institute (2015)

Digital Marketing Certification, ABC (2014)

TECHNOLOGY PROFICIENCIES AND FLUENCIES

Skills: Microsoft Office (Word, Excel, PowerPoint, Access), Bloomberg | **Languages:** English (Native), Korean (Fluent)