



Julia Sistac

Wholesale Coordinator

Paris, France

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Languages

French (Native)

English (Native)

About

Currently looking for new work opportunities in Paris that will bring on new challenges and experiences.

BRANDS WORKED WITH

- Green Claim B.V.
- Honor Village Cambodia
- Marine Serre
- Nodaletto
- Soeur
- Timeless Pearly
- Zadig&Voltaire

Experience



● ADV and Wholesale Coordinator

Zadig&Voltaire | Dec 2021 - Mar 2022

Prepared and sent proformas for colleagues, suppliers and manufacturers. Followed up on shipping and order deliveries – both for retail and wholesale. Account management for clients worldwide.



● Wholesale and ADV Assistant

Soeur | Jun 2021 - Nov 2021

Checked stocks and restocks to be up to date for all orders from clients. Account management for clients worldwide. Managed customer orders from order to delivery using ORLI CEGID. Organization of deliveries of SMS SS22 to agents worldwide. Stock management using ORLI for re-orders. Liaised with the warehouse for shipping wholesale orders.

● Sales and Logistics Assistant

Marine Serre | Sep 2020 - Apr 2021

Prepared and sent proformas for colleagues, suppliers and manufacturers. Managed stock audits on Zedonk platform. Created monthly invoices for DHL and UPS for each department and season. Supervised and created all labels both internal and external.



● Wholesale Assistant and Office Manager

Timeless Pearly | Jan 2020 - Aug 2020

Solicited and found multiple new clients and potential partnerships. Handled sales and quality checks of products before sending to customers. Sales market support including order entry and tracking, order follow-ups, and scheduling appointments and attendance in all market appointments. Created training guides and content on social media. Prepared and sent out bills, packing lists, and order confirmations. Handled UPS and DHL incomings and outgoing. Office and Showroom set-up and merchandising – making sure everything was in order. Managed stocks of samples, raw material, and wholesale prices.

● Marketing and Communication Intern

Green Claim B.V. | May 2018 - Aug 2018

Created unique and engaging blogs and newsletters. Supported branding, e-marketing messaging and advertising campaigns by engaging with clients and influencers. Performed competitor reviews to check ad placement and keyword. Monitored social media and online sources for industry trends maximizing strategic approaches based on performance.

● Volunteer

Honor Village Cambodia | May 2017 - Jul 2017

Engaged in teaching Math, English and Art.



● Wholesale Coordinator Worldwide and Retail Manager US

Nodaletto | Jun 2022 - Jun 2023

Account Management for clients worldwide with a follow-up from start to finish. Handled deliveries of goods and invoicing.
Presented new collections to existing and new clients (wholesale and retail). Managed Showrooms Pre and Main with existing and new clients.
Sell-through reports analysis.
Staff training material for pop-ups, corners and flagship.
Detailed competitors' analysis - in-store and online including overseas work trips.