



Ilaine Navea

Experienced Account Manager, Administrator and Operations for Fashion brands.

📍 London, UK

🟢 Ilaine is **Available to work**

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Links

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Work Preference

Location: Not looking to relocate

Pattern: Open to Full time or Part time work

Employment: Freelance Assignments, Permanent Positions, Hourly Consulting

Skills

Shopify (Intermediate)

Google Sheets (Advanced)

Xero (Intermediate)

zedonk (Intermediate)

Logistical Coordination (Advanced)

Production Assistance (Advanced)

Languages

Tagalog (Basic)

About

Comprehensive experience shaping and delivering innovative solutions to best manage customer engagement and stimulate sales. Offers substantial experience spanning a number of creative industries, working cross-functionally to provide the correct volume of enticing products that build competitive advantage, customer loyalty and repeat business. Has a robust record of managing operations to deliver best-in-class administration, promotional planning, logistics and inventory management.

Builds colleague, client, supplier and partner relationships based on confidence, trust and credibility. Provides stable and dynamic leadership that motivates people to focus on outcomes and deliver demanding targets. Thrives working at pace with creative teams.

BRANDS WORKED WITH

PRISM LONDON

Tracey Neuls

Experience

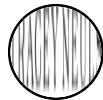


● Operations

PRISM LONDON | Feb 2023 - Jul 2023

Managing day to day business operations of a small company.

- Point of contact for existing wholesale accounts.
- Shopify back end for Retail
- Logistics
- Invoicing and PO creation via Zedonk.
- Stock analysis
- Managing retail staff



● Production manager

Tracey Neuls | Jul 2019 - Jan 2023

• Oversee production and logistics of Retail and Wholesale orders. This includes account management of agent/factories, existing wholesale clients, setting up seasonal appointments, invoicing and purchase orders.

• Day to day is to ensure critical path is followed for samples/development stage through to production of bulk orders.

Education & Training

2006 - 2007

● London College of Fashion

MA, Strategic Fashion Marketing