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# Jamie Klein

**Product Development Associate - Capelli New York**  
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## Work Experience

### **Product Development Associate**

Capelli New York - New York, NY  
September 2017 to April 2018

- Train and supervise new employee overseeing their work
- Research new trends and ideas to present to our customers for upcoming seasons
- Collaborate with the art department and sales department in creating new patterns and graphics for our line and specific customer requests
- Create Tech Packs using PLM database as a tool in communicating new development and designs for our overseas office to make samples
- Attend meetings to discuss our customer's product designs for seasonal products.

### **Product Development Assistant**

Capelli New York - New York, NY  
August 2016 to September 2017

- Communicate development comments to vendors making sure the development samples meet the measurement, quality and aesthetics as it was developed
- Create and maintain Tech Packs in PLM database to insure accurate information as well as any updated information
- Keep track and follow up with updates on all samples with our vendors, making sure any deadlines are met.
- Communicate with the sales department regarding the status of samples keeping the customer informed of any changes.
- Check in all samples making sure they are identical to the original and match the Tech Pack that was given.
- Research our competitor's products and create a retail competitive analysis based on information gathered
- Research trends as needed for new development projects for specific customers or our line

### **Technical Designer**

Capelli New York - New York, NY  
June 2015 to August 2016

- Collaborate with the production team regarding all orders received and continuously track the shipping schedule given to the overseas factories.
- Organize fittings of samples and evaluate the comments of all sizes. Communicate the fitting issues and comments to the factories for them to make the necessary adjustments
- Communicate with overseas factories on a daily basis regarding any comments, approvals or issues that arise with the various sample types received.

- Prioritize the samples received based on urgency, sample type and customer.
- Send out samples to the customers when they are required for the buyer's approval before proceeding with production.
- Inspect goods that arrive to the warehouse to insure the quality of bulk production.

### **Outside Sales Consultant**

DePasquale Salon Systems - New York, NY  
October 2014 to April 2015

- Developed and maintained a strong working relationship with salons in the New York area
- Successfully sold beauty products to existing and new accounts
- Educated customers on selling points of products
- Developed and organized a schedule to maximize time
- Provided support to customers to grow their businesses

### Education

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#### **Bachelor of Business Administration in Fashion Merchandising in Fashion Merchandising**

LIM COLLEGE - New York, NY  
May 2014

### Skills

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Product Development, B2B

Servers Test

Multiple Choice

C  1) Food is served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

A  2) Drinks are served on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

A  3) Food and drinks are removed on what side with what hand?  
 a) On the left side with the left hand  
 b) On the left side with the right hand  
 c) On the right side with the left hand  
 d) On the right side with the right hand

B  4) What part of a glass should you handle at all times?  
 a) The stem  
 b) The widest part of the glass  
 c) The top

D 5) When you are setting a dining room how should you set up your tablecloths?  
 a) Neatly and evenly across the tables  
 b) The creases should all be going in the same directions  
 c) The chairs should be centered and gently touching the table cloth  
 d) All of the above

D 6) If you bring the wrong entrée to a guest what should you do?  
 a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
 b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
 c) Try to convince the guests to eat what you brought them  
 d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

71 80

Match the Correct Vocabulary

E Scullery

G Queen Mary

A Chaffing Dish

D  French Passing

B  Russian Service

F Corkscrew

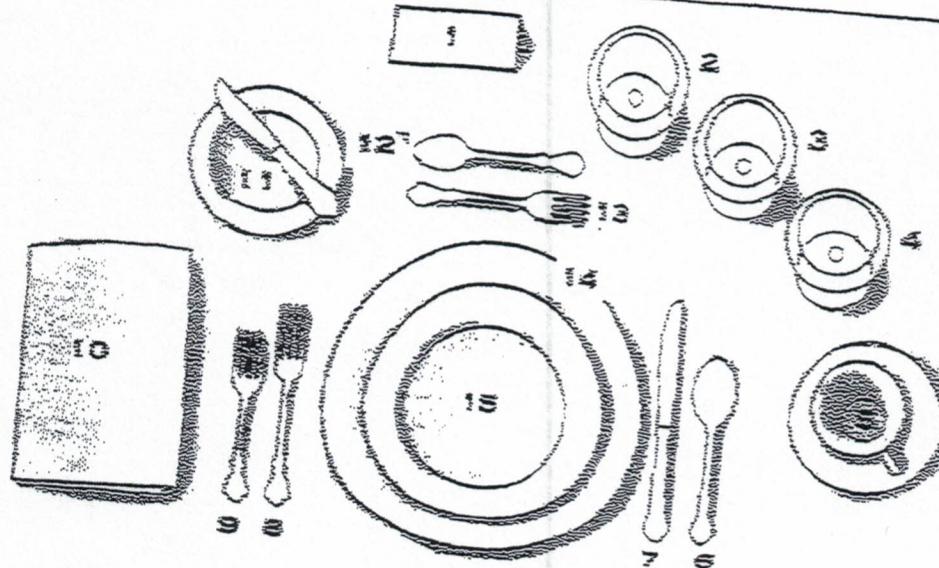
C  Tray Jack

A. Metal buffet device used to keep food warm by heating it over warmed water  
 B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron)  
 C. Used to hold a large tray on the dining floor  
 D. Area for dirty dishware and glasses  
 E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored  
 F. Used to open bottles of wine  
 G. Style of dining in which the courses come out one at a time

**Servers Test**

Name

Jamie Klein  
Score / 35



Match the Number to the Correct Vocabulary

<u>10</u>	Napkin	<u>8</u>	Dinner Fork
<u>11</u>	Bread Plate and Knife	<u>5</u>	Tea or Coffee Cup and Saucer
<u>1</u>	Name Place Card	<u>7</u>	Dinner Knife
<u>12</u>	Teaspoon	<u>2</u>	Wine Glass (Red)
<u>13</u>	Dessert Fork	<u>9</u>	Salad Fork
<u>6</u>	Soup Spoon	<u>14</u>	Service Plate
<u>15</u>	Salad Plate	<u>3</u>	Wine Glass (White)
<u>4</u>	Water Glass		

Fill in the Blank

1. The utensils are placed about 6" inch(es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? milk, Sugar
3. Synchronized service is when: everyone is served at the same time
4. What is generally indicated on the name placard other than the name? table #
5. The Protein on a plate is typically served at what hour on the clock? 3
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? inform the chef