

CATALINA CROSS

69 WEST 105th STREET : NEW YORK NY 10025

mobile: [REDACTED]

email: [REDACTED]

- **KANTAR MEDIA INTELLIGENCE, New York, NY** 5/2013 - 3/2014
Media Sales Assistant to President & CEO
 - Weekly Digital & Print Sale Reporting along with researching market trends & data analytics
 - Collaborated with Research and Development for promotional materials and pricing strategies.
 - Directed test market process for two new products, including critical feedback to product teams
 - Processed & expedited client contract agreements, proposals & renewals
 - Implemented the use of software to track customer needs and increase sales forecasting capability.

- **BLACKSTONE GROUP, New York, NY** 2/2013 – 4/2013
Marketing Assistant to Vice President & Senior Director
 - Prepared international & domestic travel agendas and itineraries
 - Composed, drafted & proposals, and confidentiality agreements

- **OMERS PRIVATE EQUITY– New York, NY** 7/2012- 1/2013
Research Assistant to CEO & Managing Directors
 - Calendar & travel management
 - Company profiling & maintaining contact data base
 - Recorded & sorted research data records for analysis

- **ZAMIR EQUITIES, New York, NY** 1/2011 – 5/2012
Property Management Assistant to President & CFO
 - Managed proposals & lease renewals
 - Organized building management meetings & accounts receivables
 - Researched company portfolios with analysis and stock comparison

- **GARAN APPAREL Inc. New York, NY** 4/2009 – 3/2010
Executive Sales Assistant to President & CFO
 - Managed & scheduled professional and personal calendars
 - Coordinated special events, travel arrangements, agendas and itineraries
 - Collaborated with departmental managers on weekly sales reporting

- Hunter College New York, NY A.A., Business Management
- Expert in Word, Excel, PowerPoint, Outlook, Google Analytics, Photoshop & Illustrator
- Fluent in Spanish