

Tarek N. Uddin

902 W. Gunnison, Chicago, IL 60640 • (734) 546-0544 • tarekuddin@yahoo.com

Education

Eastern Michigan University, Ypsilanti, MI
Bachelor of Science in Apparel, Textiles, & Merchandising, Minor in Marketing
Graduated August 2007

Experience

Assistant Event Manager **January 1999 – October 2008**
Global Powertrain Congress, LLC & International Medical Device Expo
Saline, MI & Satellite Office Chicago

- Manage on & off site registration, meeting support, and exposition
- Prepare brochures, agendas and publications, assist with mass mailings
- Review the content and format of meeting materials
- Assist speakers, ensured presentations received in advance, available at event
- Manage the administrative tasks associated with conference and event programs

Key Holder **March 2008 – July 2008**

Tanfastic, Atomic Tan Company, Ann Arbor, MI

- Maximize sales results through product knowledge in order to receive personal and store goals
- Customer relations and troubleshooting
- Perform all opening procedures to include making a timely and accurate bank deposit, verify cash on hand, open POS system
- Complete all end-of-day reports, run POS reports, count cash at final closing and prepare the deposit, & Product Inventory

Promotional Model

DeKuyper/Pucker Brands, Southeastern, MI **September 2006 – July 2008**

- Increase DeKuyper brand awareness
- Attend major events/bar nights to distribute brand merchandise
- Educate and persuade consumer to purchase our brand over the competition

Brand Ambassador

September 2006 – July 2008

Beam Global Spirits & Wine, Southeastern, MI

- Recruit & train promotional models
- Manage all aspects of local events & set-up and breakdown of event materials
- Execute promotional events to the direct specifications provided by manager and client
- Mingle with clients and informed them about the featured product & listened to their feedback

Sales Associate

October 2005 – October 2007

Abercrombie & Fitch, Ann Arbor, MI & Novi, MI

- Maintain Abercrombie visual standards, straightening & merchandising the store
- Work as a team to meet daily sales goals and maintain enthusiasm
- Generate new ideas to improve store experience, customer service

Intern

May 2006 – August 2006

Mark Shale, St. Louis, MO

- Men's Division Retail Intern
- Internship focused on standards of service, merchandising, product knowledge, management and store operations

Additional

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Merchandising