

# GREEN SHEET

Published by: **EXTRA SECRETARY**  
(California Market Center)  
110 E. 9th Street, Suite B237  
Los Angeles, CA 90079  
Tel. 213.627.5930, Fax 213.624.9872  
www.extrasecretary.com  
greensheet@extrasecretary.com  
info@extrasecretary.com

MONDAY APRIL 13, 2015

## CLASSIFIED

C  
L  
A  
S  
S  
I  
F  
I  
E  
D

### POSITION OFFERED

#### SALES REP

Seeking **Sales Representative** for women's European clothing lines. Must have strong sales exp, great written/verbal communication skills, able to travel, detailed-oriented, & consistent follow through. Responsibilities include (but not limited to): emails, phone calls, data entry, process returns, exchanges & refunds. Must be knowledgeable in Quickbooks, & Microsoft Word/Excel. Email resume with salary history to: [evictorgabriel@aol.com](mailto:evictorgabriel@aol.com)

#### BOOKKEEPING MGMT. POS.

Women's Contemporary apparel wholesaler seeks highly experienced **bookkeeping mgmt. position**. Must have at least 2 years exp. with Quickbooks. Able to thrive in fast paced, multi tasking environment with strong written and verbal communication skills. Computer literacy very important. Email resume to: [evictorgabriel@aol.com](mailto:evictorgabriel@aol.com)

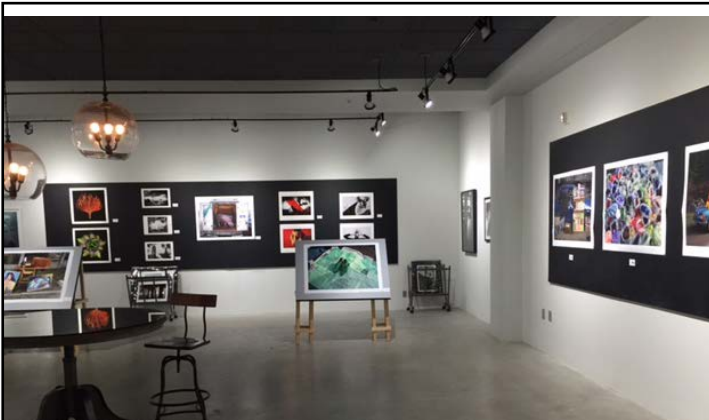
#### BOOKKEEPER

Based in Venice Beach, well established and growing **Yoga Apparel Company** is seeking a full charge **BOOKKEEPER**. Responsibilities include: A/R, A/P, and payroll. Dept. Store A/R and Quickbooks knowledge a plus. Must have minimum of 1 year experience bookkeeping in the garment industry. Competitive Pay. Send resumes to: [venicenewhire@gmail.com](mailto:venicenewhire@gmail.com)

### YOUR AD HERE

email your ad to: [greensheet@extrasecretary.com](mailto:greensheet@extrasecretary.com)

### FATHOM GALLERY



Welcome FATHOM Art Gallery  
to the California Market Center  
Stop by C-Lobby  
[www.FATHOM.gallery](http://www.FATHOM.gallery)

### ROAD REP WANTED

Seeking established **road rep** for luxury basic collection.  
Rep should have established relationships with better boutiques and be able to follow up with current accounts.  
Please contact : 213.265.7170 or 310.990.2781

### LINES WANTED

#### DO YOU NEED SALES?

Seasoned jr., missy salesman with specular showroom in search of volume popular priced domestic and or imported lines.  
Please call 213.268.8889 or  
email: [nyguytola@yahoo.com](mailto:nyguytola@yahoo.com)

### SITUATION WANTED

#### TRUSTED PROFESSIONAL FOR HIRE

Experience in management and general operations with a broad skill set:

Accounts/Finance, Administration, Inventory Management and Logistics, Event Planning, Project Management, Customer Service, IT and website maintenance and support, Retail and Wholesale Sales.

Provide service & consultation to small business and large companies for short and long-term opportunities in Los Angeles, South Bay, and San Gabriel Valley areas. Call Fabio (702) 903-0308

### POSITION WANTED

**Professional Production Manager/Operations Manager.** Domestic & Imported experience. Proven track record & excellent references.  
Contact: Robert Dittman: [dittmanr@pacbell.net](mailto:dittmanr@pacbell.net)  
Home: 951-735-7449 or Cell: 323 240-4044

### IT CONSULTANT

PC/MAC repair and upgrade  
Network design and setup  
Data recovery, backup solutions  
Virus and spyware removal

**CCL IT Consulting**

**Chip Laza  
IT Consultant**

[chip@ccl-itc.com](mailto:chip@ccl-itc.com)  
213.222.6225  
[www.ccl-itc.com](http://www.ccl-itc.com)

DESIGNER SAMPLE SALE



**Designer Sample Sale**

*Benefiting Cedars-Sinai Department of Pediatrics*

Friday, April 24 9am - 4pm  
Saturday, April 25 10-3pm

**Cooper Design Space**

Mezzanine floor  
860 South Los Angeles Street  
Los Angeles, CA 90014

Women's Men's & Children's clothes

ALL DONATIONS ARE TAX DEDUCTABLE

Samples, Overstock, Mis-dyed items, etc  
We can schedule a pick up for free at any time  
Any amount - small or large- helps us raise critical funds for  
the Dept. of Pediatrics

100% of the proceeds for charity!

Please contact Joey Brooks  
joeybrooks@gmail.com  
or  
917-880-8290

REPAIR SERVICE

COMPUTER | COPIERS | PRINTERS | FAX  
**REPAIR SERVICE**

STEVE HWANG 213.388.7575

**M A T R I X**

HAIR ETCETRA



BEFORE



AFTER

**DREAM VOLUME**

Body & volume  
for fine hair.

Gentle & natural -  
with high quality  
thickenings from  
hand selected real  
hair.

Call Connie for a  
free consultation  
appointment:  
213.622.8138

**Hair Etcetra**

110 E. 9th Street Suite B232 P: 213.622.8138

SUN STATE TRADE SHOW LLC



**SUN STATE TRADE SHOWS LLC  
NOW TAKING APPLICATIONS**

**ARIZONA APPAREL, ACCESSORIES,  
SHOE, & GIFT SHOW**

May 31 & June 1, 2015  
Mesa Convention Center

[www.arizonaapparelshow.com](http://www.arizonaapparelshow.com)  
[info@arizonaapparelshow.com](mailto:info@arizonaapparelshow.com)

**SAN DIEGO APPAREL, ACCESSORIES,  
SHOE, & GIFT SHOW**

October 26 & 27, 2015  
Town & Country Resort & Convention Center

[www.sandiegoapparelshow.com](http://www.sandiegoapparelshow.com)  
[chinds@sandiegoapparelshow.com](mailto:chinds@sandiegoapparelshow.com)

We invite you to join us at both shows or the one that fits your needs. These two shows are open booth shows with moderate booth fees, that the customers love! We hold 4 shows in Arizona and 2 shows in San Diego a year. Visit each show web site for more information. You will be able to find the show's application on line, with all the information for that show. Questions, contact us by email or phone at 805.987.9928

SHOPS & SERVICES

**EXTRA SECRETARY**

FULL SERVICE PRINTING CTR  
B-237.....213.627.5930

**FASHION BOOKSTORE**

Fashion Magazines, Books, etc.  
A Lobby 19.....213.622.5663

**HAIR SHOP, ETC. -**

Hair, Nails, Wax, Massage Therapy, Supplies  
B-232.....213.622.8138

**LUDGATE INSURANCE SERVICES**

Specialist in Life, Health, Disability, Long Term  
Care, Medicare Supplement Insurance  
Email: ludins@aol.com or 818.312.3165

**OMID Travel & Tours**

Travel Agency  
B209.....213.629.6646

**BAKERY NOSH**

Bakery, Breakfast, Lunch, Catering  
B203.....213.622.6245

**TRI R TELECOM**

Telephone Installation & Repair  
B-286.....213.239.8491

**MONA TAILOR**

Men & Women Clothing Alterations  
CMC Olympic Bridge CGA11.....213.746.3340

**TAX & BOOKKEEPING SERVICES**

SINCE 1990 CTEC- Certified Tax Accountant  
Raymond A. Bitanga.....909.702.1200  
[rabitanga@hotmail.com](mailto:rabitanga@hotmail.com)

**TONY SHOE REPAIR**

Shoe, Handbag Repair & Keys  
Suite B211.....213.407.3199

**CCL IT CONSULTING**

Computer Repair/Networking  
Chip Laza.....213.222.6225  
[chip@ccl-itc.com](mailto:chip@ccl-itc.com)