

# GREEN SHEET

Published by: **EXTRA SECRETARY**  
(California Market Center)  
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MONDAY APRIL 4, 2016

## CLASSIFIED

### POSITIONS OFFERED

#### Customer Service and Sales position available for clothing Manufacturer

We are looking for a qualified person to be added to our team. MUST have experience in customer service, sales and Quick book knowledge.

#### Qualifications:

- \* Has excellent customer service skills (A MUST)
- \* Comfortable with answering and making high volume phone calls
- \* Computer literate: Emails, Microsoft Office & Quick books (A MUST)
- \* Can work independently but also in a team environment
- \* Must be able to work full-time (30 - 40 hrs a week)

#### Job Duties:

- \* Must learn product knowledge, will be required to assist customers and sell
- \* Contact customers daily through phone calls and emails with great customer service attitude
- \* Order entering, invoicing, and other regular office duties

Serious inquires only.  
Please email: manuxolo@gmail.com

### REP WANTED

## JARED JAMIN

Luxe designer jewelry & fashion accessories company seeking seasoned sales rep with current account/store contacts. Generous commission arrangement. Showroom a plus.  
Contact: [Info@jaredjamin.com](mailto:Info@jaredjamin.com)

### LINES WANTED

## Budow Sales

Well known connected sales reps in the Junior Market looking to develop a popular priced Junior Dress Line to sell to the Discounters & Junior Chains.

Contact: Barry & Terri Budow  
phone: 213.434.0405 email: [bbudow@pacbell.net](mailto:bbudow@pacbell.net)

## YOUR AD HERE

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

### UPCOMING CMC MARKETS

## CMC 2016 MARKET DATES

#### APRIL

04-06 Mon-Wed LA MAJORS MARKET  
Fall 16

#### JUNE

06-09 Mon-Thu LA FASHION MARKET  
Fall II/Holiday 16

06-09 Mon-Thu LA KIDS MARKET  
Fall/Winter 16

06-08 Mon-Wed SELECT  
Apparel & Accessories

06-08 Mon-Wed ALT  
(Activewear & Lifestyle)

06-08 Mon-Wed TRANSIT  
Shoe Show



Women's wear line based in downtown Los Angeles is seeking an experienced Bookkeeper.  
Please email: [info@lux-la.com](mailto:info@lux-la.com) or call 213-275-1003

### REP WANTED



Seeking an established sales rep for a new LA based women's activewear line. Must have min 2-5 yrs experience and is currently working in the activewear/athletic market with active accounts with major department stores and boutiques. Should have experience with trade/trunk shows and be willing to travel. Commission based. Please email your resume to Lizzy Seely at: [lizzyseely@gmail.com](mailto:lizzyseely@gmail.com)  
Please include references.

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**EXPRESS PRESTO COFFEE**

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213 248-0915  
jilmasequeira@gmail.com

**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  
.....213.622.8138

**LUDGATE INSURANCE SERVICES**  
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**OMID Travel & Tours**  
Travel Agency  
B209.....213.629.6646

**BAKERY NOSH**  
Bakery, Breakfast, Lunch, Catering  
B203.....213.622.6245

**PRINT SERVICES**

**print services:**

- PURCHASE ORDERS
- MARKET CARDS
- BUSINESS CARDS
- LINESHEETS
- HANGTAGS
- NOTARIES

**Call for a quote!**  
**213.627.5930**



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**SAMPLE SALE**

*Fashion Industries Guild*  
OF CEDARS-SINAI MEDICAL CENTER

**Designer Sample Sale**  
*Benefiting Cedars-Sinai Department of Pediatrics*

Friday, April 29, 9am - 4pm  
Saturday, April 30, 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 Synthia Lee  
synthia@gmail.com  
or  
310-775-1130

**TRI R TELECOM**  
Telephone Installation & Repair  
B-286.....213.239.8491

**MONA TAILOR**  
Men & Women Clothing Alterations  
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chip@ccl-itc.com

**TONY SHOE REPAIR**  
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