

GREEN SHEET

Rather GO Green Than BE Green Now on Recycled Paper

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 AUGUST 29, 2011

CLASSIFIED

POSITIONS OFFERED

Established multi-line accessories showroom seeks professional sales person with a min of 1 yr exp. Excellent situation for the right person. Please email resume to: mindylubell@yahoo.com or call: 213.624.9566

ROCKABYE BABY!

The Rockabye Baby music label seeks an expert consultant to help with new line of onesies, baby & adult t-shirts (organic and non-organic) We are looking for someone with extensive experience and knowledge of sourcing both domestic and overseas apparel manufacturers. Please send a resume and cover letter explaining why you would be right for this freelance position to: hr@cmhlabelgroup.com

SALES POSITION

A domestic fabric knitter & converter has an opening for one Sales Rep. Excellent line & sales support is provided. Must have 3yrs minimum experience. Email resume to: newfabricrep@gmail.com All information will be kept confidential.

INTERNS NEEDED

Accessories Co. in L.A.: PT/could lead to FT. Knowledge of Microsoft & Photoshop required. 213.614.7877 for more information

Contemp womens showroom seeks F/T salesperson. Min 2 years sales exp. christine@samshowroom.com or fax 213.489.5266

CC SKYE

LA based fashion handbag and jewelry co. seeks experienced Sales Executive. Must have 2-4 yrs exp working in multi-line shwrn or corporate in house sales. Must come w/ strong connections and a large rolodex of buyers internationally. Background in Handbags and fashion jewelry brand sales, a plus. Must be a go-getter, self-motivated & a team player. Must work w/ Quick books & Showroom Exchange Programs. Have a good eye for fashion w/ ability to express feedback, ideas and trends, sales ideas, promotional programs to the Design team. Must be proactive in working w/ production department in assuring all orders are fulfilled. Travel to out of state tradeshow and do local roadwork. Base Salary + Commission with product Allowance. Please contact: Jessica@ccskye.com

THE GREEN SHEET ON THE WEB

for the Green Sheet online go to:
www.ExtraSecretary.com

ADD EXTRA SECRETARY AKA THE GREEN SHEET ON 
...and never miss an issue of the Green Sheet. Every Monday evening, you can find the latest issue posted on Extra Secretary's Facebook page.

POSITION OFFERED

24seven™

- Contemporary apparel brand is looking for Men's Account Executive/Sales Manager with major department store and chain retailer relationships. Salary: \$60-80K + COM, DOE.
- Customer Service Professional with experience in Premium Denim Market for Wholesale Manufacturer. EDI experience is a PLUS. Salary: \$35-\$45K. Email resume to: mfox@24seveninc.com

YOUR AD HERE

email your ad to:
greensheet@extrasecretary.com

SITUATION WANTED

Career driven, self starter, problem solver, dependable individual seeks P/T pos in fashion industry. Exp w/ childrens, footwear, fabric & apparel screen printing. Efficient in Microsoft, Photoshop & Illustrator. Worked w/ major shipping companies, conducted fittings, produced samples from start to end, customer service & trade show exp. Looking to grow long term w/ a company. Please contact Heidi at: heidimclaughlin1@gmail.com or call: 562.631.6834

ROOMMATE WANTED

Looking to share outrageous 2 bedrm apart. And everything in it. 2000 sq. ft. Large spacious walk in closet. Your own private bathroom all amenities. Age pref btwn 40-65 M/F ok. \$1,000 + 1/2 utilities. Call Allen: 818.481.8191

CLOSEOUTS WANTED



Excess inventory? We Buy Your Closeouts!
ASAP immediate buying decision—in 99 seconds!
Excellent Credit & ASAP NET 99 Hour Payment!
Men's, Women's & Kids—any quantity-try us!
Quick, Easy & Fun to Sell. Can Pick up-9 mins away in Commerce! Please Call or Email Amy:
323.881.5732 amy.coronado@99only.com
anytime 9 days a week!

LABOR DAY ANNOUNCEMENT



**MONDAY
SEPTEMBER 5th
Extra Secretary
will be closed for
Labor Day. The next
Green Sheet will be out
Wednesday September 7th.**

S
E
R
V
I
C
E
S
&
S
H
O
P
S

INSURANCE SPECIAL ANNOUNCEMENT

**ATTENTION:
SMALL BUSINESS OWNERS**

Too much of your earnings going to Health Insurance for you and your employees?

Call Ludgate Insurance to get the best premiums possible.

phone: 818.312.3165
email: ludins@aol.com



SERVICES

M A T R I X

COMPUTER | COPIERS | PRINTERS | FAX
Repair Service
STEVE HWANG 213.388.7575

Mammoth Drinking Water
Servicing downtown LA area.
Call 877.626.6084 for more information.

NOTARY SERVICE at **EXTRA SECRETARY**

SUITE B237 213.627.5930
WILL TRAVEL (Additional Fee)

BUY YOUR POSTAGE AT
EXTRA SECRETARY
EASY AND CONVENIENT &
GREETING CARDS
FOR ALL DIFFERENT OCCASIONS AVAILABLE

EXTRA SECRETARY

Place your order with us!

PO's - 2 part/3 part

Single sided or 2 sided
Color or Black and White
We could meet/ or do better than what you're paying now!

Suite B237 ~ 213.627.5930
Fax: 213.624.9872

Email: info@extrasecretary.com

SHOPS & SERVICES

ACME DISPLAY FIXTURE CO.
-Salesman's equipment, mannequins/form, raw steel fixtures, etc.
B-282.....213.477.7175

CELL NET/THE PHONE MART
Telephone Installation & Repair
B-286.....213.239.8491

DENTAL OFFICE
Dr. Jay Khorsandi D.D.S.
B-225.....213.623.1129

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

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

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

LAW SERVICES
The Answer to all of your business's legal needs
.....213.629.1773

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

SAL'S SHUTTLE EXPRESS
Salvador.....213.215.9412

SCOTT THALER ASSOCIATES
Exec. Search Firm Specializing in Fash. & Retail Ind.
.....800.968.1562
Email.....careers@scott-thaler.com

TONY SHOE REPAIR
Shoe, Boot, Handbag Repair & Key maker.
Suite B211,
213.622.7463

SPECIAL ANNOUNCEMENTS

PRINT AND ONLINE



213.627.5930



sprung

213.488.0746

Extra Secretary has teamed up with Sprung Interactive to take care of all your ONLINE publishing needs.

Tarina Tarantino



EXTRA SECRETARY
-Full Secretarial service
-Notary Service
-Line Sheets
-Color Print & Copy
-Large format & more

SPRUNG
-Fashion Ecommerce specialist
-Online Brand Building
-Social Media & Marketing
-Top brand experience



Selling Something?

Place it in the Green Sheet.

Reach hundreds of viewers weekly.

Discounted Low Flat Rate of:

hangers, cars, desks, chairs, supplies, etc.

\$30

email your ad to greensheet@extrasecretary.com

EXPRESS SERVICES

****SPECIAL****

Now Offering...

Custom Display & Hanging.
Stainless Steel. Aluminum.
Raw Steel. Galvanized. Fixture Installation.
Cleaning Service. Dust. Mop. Windows.
Hardwood & Laminate Flooring. Vacum. Call for an estimate: 213.891.1367



UPCOMING MARKET DATES

September 12-13

• SF cala

September 18-20

• CMC gift & home show

September 26-28

• LA INT'L textile show