

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 March 31, 2014

CLASSIFIED

POSITION OFFERED

CUSTOMER SERVICE REP

Seeking energetic & upbeat person to answer calls, take & process orders, up-sale. Good computers skills and sales exp. necessary. Email resume w/salary history to: hr@donnavinci.com

SALES REP

We are looking for an exp'd **Sales Rep** for our fast-paced LA made leather goods co. Rep should have existing & strong relationships w/ buyers at majors.

Musts:

- At least 2 yrs exp, global exp a plus
 - Exp in both wholesale & private label sales
 - Exp working at trade shows, acting as a road rep, etc
 - Energetic, smart, dedicated & organized
 - Unstoppable, be both competitive & a team player
 - Superior communication & follow up skills
 - Industry knowledge & passion for leather goods
- Compensation: base salary with commission incentives.

If you meet the above qualifications & have a proven successful sales performance record, please email your resume with a cover letter to: heather@science-inc.com

PRODUCTION DESIGNER

This is Ground (www.thisisground.com) is looking for a top-notch **production designer** to assist in the production of our leather goods & manage the day-to-day production. We're hoping that this person is a long term fit, has a strong interest in leather goods & will understand that this is a one-of-a-kind opportunity to be a part of a growing company.

Duties include:

- Researching, quoting, & negotiating prices with new & existing vendors
- Ordering & pick up of supplies & finished goods
- Design assistance, production, create CAD files & tech packs

Qualifications:

- Excellent organizational & communication skills
 - Resourceful, strong multi-tasker, punctual, excellent attention to detail, good negotiator & exemplary work ethic
 - Working knowledge of 3D program / CAD software a plus
 - Exp with production, specifically leather goods a plus
 - A love of minimal design & technology
- If you are interested and meet the above qualifications, please send back a short note on why you would want this position along with your resume to: heather@science-inc.com

POSITION OFFERED

Content Writer

LA women's clothing mfr looking for a P/T copywriter for blogs, video scripts, product descriptions & social media updates. Must have knowledge of textiles /fashion /style, demonstrate strong writing skills, ability to research thoroughly, knowledge of online marketing, & experience in SEO content writing. Email resume & a writing sample to: Jamie@tianello.com

Soho Apparel Group Inc. Looking for **Sales Representative:**

Soho has been around now for 13 years, leading the seamless clothing industry. Located in the City of Industry, CA & sells primarily to boutiques in LA, Mexico, half price retailers such as Ross, TJ Maxx, & Burlington. Everything from Babies, Girls, Junior Girls, Plus Size Girls, Missy, Petite, Activewear & more. We work with over 30 factories in China, as well as private label goods for other companies. Fast growing, Soho Apparel Group Inc. is looking to add another great sales rep to our team!

Qualifications:

- Must be a sales minded, driven individual.
- Capable of working independently & building strong lasting relationships with a diverse wholesale account base as well as department stores.
- Must have a professional appearance, love working with clients while selling & promoting great product.
- Must be goal oriented with a proven sales track record & have excellent time management & organization skills.
- Min 2 years wholesale experience
- Positive, team-player personality is a must!

Please email resume to:

anna.lundahl@sohoapparelgroup.com

CMC SHOWROOM SPACE AVAILABLE

7th floor A-side, re-modeled office. Approx. 1200 sq ft. Space available for co-op (rent desk space) / or option to sublease entire office. WIFI and large Windows.
Call 213.590.2576

FOR SALE

2 High-Gloss Grey Mannequins - \$125 each



Purchased just over a year ago, brand new, for \$250 each.

Great Condition.

Contact
Barry: 213.434.0405
or
Terri: 310.738.3802

C L A S S I F I E D

YOUR AD HERE

email your ad to: greensheet@extrasecretary.com

VIEW ONLINE AT:

www.ExtraSecretary.com

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

NOTARY PUBLIC

notary public



Extra Secretary in the cmc
110 E. 9th St. Suite B237
Los Angeles, CA 90079
p 213.627.5930
e info@extrasecretary.com

SERVICES

COMPUTER | COPIERS | PRINTERS | FAX
REPAIR SERVICE

STEVE HWANG 213.388.7575

M A T R I X

PHOTOGRAPHY IN THE CMC

Product Photography
Line Sheet Design
Web Design
Graphic Design

Visit our new studio at the CMC.
Photography by the look not the hour.
Affordably priced. Quick turn-around.



CAR WASH UNDER NEW MANAGEMENT

welcome to the cmc..



High Class
CAR WASH & DETAIL CENTER

CMC MAIN GARAGE
110 East 9th St., Los Angeles, CA 90079

100% HAND WASH

(213) 488-9920

email: highclasscarwash@yahoo.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
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

USPS SUPPLIES & STAMPS

USPS Supplies & Postage Available at
EXTRA SECRETARY
cmc b237



GREETING CARDS
for all different occasions available too

PRINTING SERVICES

Come to **EXTRA SECRETARY**
for all of your **PRINTING** needs!



- Black & White Copies
- Color Copies
- Purchase Orders
- Linesheets
- Large Format/Posters

Call: 213.627.5930 or Email: info@ExtraSecretary.com

SERVICES



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

HAIR SHOPPE ETCETRA



**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

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

MONA TAILOR
Men & Womne Alterations
CMC Olympic Bridgeway CGA11
213.746.3340

TONY SHOE REPAIR
Shoe, Boot, Handbag
Repair & Key maker.
Suite B211,
213.407.3199