

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 NOVEMBER 28, 2011

CLASSIFIED

POSITIONS OFFERED

J BRAND

Now Hiring All Positions
For Ready To Wear including:
Sr. Women's Designer for Wovens
Also hiring in all divisions for:
**Customer Service Sales Support Reps,
Sr. Sales Demand Planner, Trim & Finishing**
View Jobs and apply online:
<http://www.jbrandjeans.com/careers>

HALE BOB

HaleBob is looking to hire an East Coast sales rep. Position is based in LA. Person will do all NY and Atlanta trade shows and go on the road 4 to 5 times a year. Person needs to have extensive experience as a sales rep for contemporary brands. Email resume: Kathryn@halebob.com

LAURIE HASSON, multi-line cont. shwrn. seeking 2 salespeople: entry level & 2-5 yrs. exp. Road work mandatory. Relationships with existing buyers a big plus. Send resume to: Dusty@lauriehasson.com

Domestic Production Assistant

Contemporary dress company located in downtown LA seeks multi faceted candidate with experience in wovens.

- Sewing construction knowledge a must
- Detail oriented
- 5-10 years experience
- Must speak Spanish
- Must have car
- Experienced in purchase of trims
- Pay DOE

Please email resume to: leah@evafranco.com

ecoSkin

Seeking full time Corporate Sales Representative with min 2 yrs showroom/road sales experience. Relationships with department stores and a strong boutique following is required. Must be motivated, detail oriented and self-sufficient.

Email: sandy@ecoskincollections.com or Call: 323.782.6952

Established Young Men's & Boy's Wholesaler seeks an exp'd sales associate for LA corporate office.

- * Min 2 yrs wholesale sales exp is required.
 - * Basic knowledge of apparel terms & related fabric info
 - * Computer skills: including Word & Excel
 - * Must be a self motivated & organized w/ability to multi-task
 - * Partial schedule will be assisting the National Sales Manager
 - * Spanish speaking helpful
- Please submit your resume to Tim Meyer / e-mail: tim_meyer@urgentgear.com

POSITIONS OFFERED

Salesperson needed for contemporary New Mart Showroom. Must have min 3 years Shwrn/Road Sales experience with a strong boutique following. Motivated, self-starter, hard working & must have a good attitude. Great opp. in busy shwrn. Email: alamodeshowroom@aol.com or Call: 213.624.6888

REP WANTED

Better Priced, Contemporary Silk Printed Blouse Collection. Must have established client list. Call: 310.714.1454

NY SHOWROOM TO SHARE

CHARLOTTE TARANTOLA

Beautiful showroom to share in premium location. 231 West 39th St.. Suite 601. Total space is 2135 sq. ft. Share includes 1/2 showroom, private office and storage space. Contact Dana Pederson at: danap@charlottetarantola.com or call: 213.488.0288

WINN SHOW SPACE TO SHARE

Winn Show Las Vegas Feb 13-16 Great location! Share 20 x 5 space w/ footwear line. \$2,700 includes hotel, electricity and displays Call: 707.812.7815 or Email: lukak@sbcglobal.net

SAMPLE SALE

Poleci

Sample Sale Clearance

Dec. 1st & 2nd and Dec. 8th & 9th
10am-2pm

Suite A561

Cash Only

APPAREL CONSULTANT

STOP WASTING MONEY

Retired garment manufacturer of 40 years specializing in domestic production, available for consultation. I have contacts in all areas.

Maybe I can help you.

Email: domesticgarmentproduction@gmail.com

COMPUTER SERVICES

Affordable same day, On-Site
Computer Repair & Maintenance
112 W. 9th Street Suite 1115
Los Angeles, CA 90015
Ph: 213-430-9100
www.protech-computers.com

ProTech
Computers

C L A S S I F I E D

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

TECHNOLOGY SERVICES



low cost- rapid- expert- fanatical support

1-877-99-KIWIX
1-877-995-4949

Managed Services Networks Phone Systems
Computer Repair Wireless Servers Backups
Virus Removal Security VPNs Surveillance
Video Conferencing Data Recovery Cloud Computing



martsupport@kiwix.us www.kiwix.us

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
now offering office supplies

- SHEET PROTECTORS.
- GLUE STICKS.
- PAPER CLIPS.
- WHITE OUT.
- BATTERIES.
- FOLDERS.
- TAPE.

LOCATED IN THE
CMC SUITE B237



WHAT WOULD YOU LIKE
US TO STOCK?
FAX 213.624.9872

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 SHOP, 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.
.....714.227.3458
Email.....bthaler@scott-thaler.com

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

CMC HOLIDAY SAMPLE SALES

holiday
sample sales
at the california market center

do your holiday shopping in hundreds of showrooms
at the cmc. open to the public every fri in nov & dec.



W&W Men's & Women's | Suite C114W

Snag amazing finds at ridic bargain prices from brands you know &
designers you'll want to discover for Women, Men, Kids, Gift & Home.
Shop 9am-4pm each Friday | (Individual showroom hours vary)

HOLIDAY CLOTHING DRIVE

 **2011**
Holiday Clothing Drive

Make the holiday's brighter for the
underprivileged children of United in Harmony.



Please donate new clothing
for children ages 7-14.
Donations should be dropped off
at Extra Secretary - Suite B-237
in the California Market Center
by December 2nd.

All clothing will be donated to United in Harmony's
Camp Harmony dedicated to the hopes, dreams and
futures of needy children in Los Angeles. United in Harmony is hosting its 14th
Annual Harmony Holiday Party in Watts in December Please include your business
name and address with your donation to receive a thank you letter for your tax
purposes. United in Harmony is a 501(c)(3), non-sectarian organization offering
underserved children a growth experience and opportunity at the Camp Harmony
residential camp Please visit www.unitedinharmony.org for more information.
Thank you for supporting the children.