

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

Rather GO Green Than BE Green - Now on Recycled Paper

MONDAY NOVEMBER 5, 2012

CLASSIFIED

POSITIONS OFFERED

Lauren Moshi

Seeking in-house **PR/Social Media/Blogger** w/ min 3 yrs in fashion PR. Must have strong fashion/entertainment background, excellent media contacts, client-communication skills, Social Media Savvy, track media coverage & report results on quarterly basis, identify creative story angles & pitch media to secure coverage across a variety of media, Craft & distribute all PR materials including press releases, media alerts, fact sheets & creative pitch letters. Skills of added value: Photographer & Photoshop. Please submit resume to: jayne@laurenmoshi.com

Seeking entry level sales coordinator for **BedHead Pajamas**. Must be high energy & have a passionate work ethic. Strong written/verbal communication skills, consistent follow up & detailed oriented. Ability to work & coordinate the needs from multiple areas & meet deadlines. You will be working directly with the Sales Manager & Production coordinator daily to assist in sales analysis, production follow up, organization of samples & ordering of fabrics & trims. Excel & Word skills a must. Fashion exp is a plus. Job is located at Venice & La Brea in LA. Contact: wendy@bedheadpjs.com

JUNIOR SALES REP

Jr. Sales Rep needed to assist w/ domestic sales accounts. Looking for F/T with 2+ yrs of exp. Strong reporting skills & Excel/Word skills a must. Must have ability to sell ATS & closeout accounts. Dept. store contacts & CAD skills a plus. Submit resumes and/or cover letters to: staffing@missme.com

Miss Me

4715 S. Alameda St. Los Angeles, CA 90058

Men's clothing Co. is seeking an enthusiastic, extremely organized & detail-oriented **Assistant Designer**.

SKILLS:

- Practiced in technical and CAD illustration
 - Knowledge of textiles & garment construction
 - First pattern & Fit knowledge
 - Skilled in merchandise specification
 - Proficient in Adobe Photoshop & Illustrator
 - Knowledge of Excel a must!
 - Spanish a plus
- #### RESPONSIBILITIES:
- Prepare tech packs for both 1st samples & production
 - Develop linesheets & CADs
 - Coordinate photo shoots w/ designer's direction
 - Make approvals as needed (fabric, trim & lab dips)
 - Follow-up w/ domestic & overseas vendors
 - Coordinate Sampling w/ production Dept/ patternmaker
 - Follow up on seasonal & weekly design plans per division for private label for majors
- Send your resume to: alex@activeapparel.net

POSITIONS OFFERED

Administrative Assistant to CFO

5 yrs secretarial/clerk exp, Quickbooks and A/P & A/R exp a must. Intermediate Excel & Word. Technically savvy. Excellent grammar & service skills. Ability to handle confidential info. Email resumes and salary to: hrrsumes90723@gmail.com

Carrie Amber Intimates Inc., a reputable & well established intimate apparel co., is looking for a dynamic **Customer Service Rep & Salesperson** to join our growing company. Our products are distributed throughout the US & globally in key markets. Competitive salary, full benefits & 401K. Lots of growth opportunities! Please email resumes to: vinh@carrieamber.com

EVENING WEAR MANUFACTURE SEEKS EXP'D:

- Sales/Customer service person – xllnt communication skills. Detail oriented, exp in bridal wholesale a plus.
 - Accountant – bookkeeping, order entry, etc.
- Positions require: Min 5 yrs. Must be able to manage multiple tasks in a very busy office. Excellent opportunity! Please forward background to: jaszcouture@yahoo.com

ADRIANNA PABELL

Our LA Showroom seeks a highly motivated account executive w/ strong sales, communication & organizational skills. Must have at least 2 yrs account executive exp, be exceptionally detail oriented, strong analytical/problem solving skills & extremely proficient in MS Word, Excel & Outlook. International sales exp a plus. Send resume to: h2@AdriannaPapell.com

SHOWROOM TO SHARE

Beautiful showroom in the NEW MART to share, lots of natural light & open space. 1200 sq ft available for rent. Pls contact Dana Pederson for more info P.213.488.0288 or Email: danap@charlottetarantola.com

3rd floor showroom in CALIFORNIA MARKET CENTER to share. Prime location, spacious and great buyer visibility. Please email inquiries to: greensheet@sbcglobal.net with "showroom to share" in the subject.

SHOWROOM AVAILBLE

Showrooms (A896-A898) are available to lease – lease together or separately, great location. Please contact Michael Sanders 310.851.4772 x 2167 or email: mikes@bigstrikeusa.com for more info.

SPACE NEEDED

Minimal Storage Space Wanted.
Fee Negotiable. Call Laurette 310.745.9822

C L A S S I F I E D

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

PHOTOGRAPHY IN THE CMC

Photography by the look not the hour

We professionally photograph using your choice of live models or mannequins.

Photos as low as \$2 per image.

Reserve studio time today.



California Market Center, Suite A780
www.imageego.com | 213.488.2695

GREEN SHEET ONLINE

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

SERVICES

COMPUTER | COPIERS | PRINTERS | FAX
Repair Service

STEVE HWANG 213.388.7575

M A T R I X



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

KNIFE SHARPENING

PROFESSIONAL KNIFE SHARPENING

- Paring Knives \$4.00
- Knives (up to 8 in. blade) \$6.00
- Over 8" Blade add \$1.00
- Scissors (all sizes) \$8.00
- Pinking Shears \$10.00
- Tweezers \$3.00

GARDEN TOOLS

- Pruning Shears \$6.00
- Tree Loppers \$9.00
- Grass Clippers \$6.00
- Axes \$9.00
- Hedge Trimmers \$9.00

For more info contact: John Powers
818.606.7459

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



Apple Certified
Technicians

Sales • Service • Rentals

SPRINT STREET MAC
600 S. Spring Street R3
Los Angeles, CA 90014
213.632.9622

www.springstreetmac.com

INSURANCE SERVICES

Contact Ludgate Insurance to get the best premiums possible.

LG phone: 818.312.3165
email: ludins@aol.com

SUPPLIES AT EXTRA SECRETARY



NOW AVAILABLE: Office Supplies
rubber bands, shipping tape,
dividers, stickers, folders, sheet
protectors, envelopes etc.



Extra Secretary in the cmc B237 p.213.627.5930

SHOPS & SERVICES

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

TRI R TELECOM
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

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

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