

# RITA HOSDAGHIAN

43-09 47<sup>th</sup> Avenue, 2K, Sunnyside NY 11104

(862) 485-1520

ritahosdaghian@gmail.com

## Experience

### **BARNEYS NEW YORK – New York, NY**

**2012 – PRESENT**

**Senior Visual Production Manager** (Previous positions held since 2012: Visual Production Manager and Studio Manager)

- Implementing and streamlining a calendar system to be shared within corporate office teams as well as regional markets
- Managing and analyzing the visual department budget. Accountable for all internal tracking of corporate expenses.
- Overseeing all aspects of design, fabrication, and installation from inception to execution.
- Working with designer brands to coordinate and execute all aspects of Window design and handling of samples, including Moncler (Thom Browne), Bulgari, Dries, Prada, Armani, Herno, Loewe, Celine, Adidas (Yeezy) and many more.
- Coordinating multi-faceted corporate team meetings including but not limited to store design, finance & store operations, marketing, public relations, events, editorial & social media teams.

#### *Previous duties include:*

- Responsible for hiring and overseeing employees primarily based out of the Production studio, where all fabrication for Windows, in-store display, and other visual elements for impact are created.
- Coordinating daily and weekly production schedule, setting tasks for employees and interns, handling logistics, and other essential functions of the fabrication studio.
- Developing a structured record keeping system of Payroll and other financial spreadsheets.
- Relaying schedule and special requests between Visual Department and store-based teams including: Loss Prevention, Engineers, Painters, Maintenance, and floor managers.
- Coordinating all logistical aspects for 8 Regional Flagship stores, and multiple co-op stores throughout NY/NJ.
- Maintaining studio space, office space, and in-store space by cooperating and communicating with the appropriate building and facilities management for each location.

### **CLOCKWORK-APPLE, INC. - Brooklyn, NY**

**2011-2012**

#### **Studio Manager**

- Responsible for overseeing 30 freelancers working on multiple high-end projects simultaneously.
- Accountable for all invoicing, bookkeeping, scheduling, payroll, office and other administrative tasks.
- Project manager for Lady Gaga's Holiday Workshop at Barneys New York coordinating between Clockwork-Apple and Barneys New York, Nicola Formichetti, artists assume vivid astro focus and LEITZES & CO managing a budget of approx. \$162,000.00 to realize 6 sculptural installations and two holiday windows.
- Management of client interface for high-end brands to include Barneys New York, Calvin Klein, Kidrobot and Tiffany & Co.
- Sourcing and ordering of project supplies to ensure client satisfaction and projects stay on budget.

### **THE COMPLEAT SCULPTOR, INC. - New York, NY**

**2008-2011**

#### **General Manager** (Previous positions: Education Coordinator and Technical Support)

- Responsible for overseeing the fulfillment of duties for 15 full-time employees.
- Training new employees and handling all inter-office employee issues.
- Providing quality customer service to artists and brands in a fast-paced industry.
- Preparing the weekly schedule and payroll for all managers and employees.
- Executing and organizing classes and workshops, hiring and paying instructors, recruiting students and handling registrations in store, online, and over the phone.
- Ordering and keeping inventory of all inter-office supplies.
- Implementing of a comprehensive internship program to benefit students of City-as-School.
- Ensuring all equipment and facilities are in proper working order, coordinating maintenance, repairs, etc.

## Relevant Experience

### **MAKERS@ AWARDEE**

**FEB 2016**

- Recognized for outstanding leadership as an "ADVOCATE" for females within Barneys New York. Attended the Makers Conference and participated in conversations and meetings regarding women in leadership & gender parity in the workplace

## Education

### **WILLIAM PATERSON UNIVERSITY - Wayne, NJ**

#### **Bachelor of Fine Arts Degree**

**2008**

- Concentration in Ceramics/Sculpture
- Minor in Economics

## References

Available upon request