

TIFFANY (DALIAN) ABATINO

203.448.0252 ♦ tiffany.abatino@gmail.com

EXPERIENCE

Mount Hope Cemetery Association Hastings-on-Hudson, NY 2018 – Present

Technology Design Specialist & Family Assistance Manager; NY State Notary Public

- *Mount Hope Cemetery Association is a non-sectarian, 501-C cemetery, and esteemed member of the Metropolitan Cemetery Association and New York State Association of Cemeteries, serving families since 1885*
 - Create and implement digital recording of 100,000+ interments & organize 20 years of digital files
 - Manage, maintain, and update 135 years of hard copy records and mapping of interments and sales
 - Manage, sell, and create sales reports for interment, entombment, and inurnment location inventory of 140+ acres
 - Create and maintain property photographs, marketing materials, procedural forms, social media, and on-line presence
 - Manage staff, track orders, and process current interments, dis-interments, and transfer of ownership
 - Assist with renovation and development designs which contribute to the focus of current maintenance and future preservation of interment sites, as well as grounds and facilities
 - Assist the President, families, and staff as needed

Scarborough & Tweed Pleasantville, NY 2014 - 2016

Vice-President of Logistics and Production

- *Scarborough & Tweed is an industry leader in providing corporate gifts, logo merchandise, and custom promotional products, and was awarded Best New Product at the 2016 PGA Show*
 - Manage and maintain merchandise, inventory, and quality control of products for various corporate firms: Goldman Sachs, Morgan Stanley, JP Morgan, New York Stock Exchange
 - Negotiate annual program pricing with vendors
 - Create and maintain pricing and inventory reports
 - Manage teams to create corporate gift/grab bags for various events: The Players, Morgan Stanley New Managing Directors Gala, The Sundance Film Festival, The Emmys
 - Manage logistics and teams to execute fulfillment and distribution projects shipping to up to 10,000 locations
 - Monitor and manage domestic and international logistics of custom and program orders from vendor to delivery to the client
 - Create and assist with sales and tabletop presentations, pop-up stores, and tradeshow
 - Manage, maintain, and organize production space, including purchasing supplies as needed

Leewood Golf Club Eastchester, NY 2016 - 2018

Pro Shop Manager & Graphic Designer / Office Administrator

- *Leewood Golf Club is a full-service, family-friendly private club with 99 acres of property servicing nearly 300 members. It was established in 1922, and some of the earliest members include New York Yankee Babe Ruth & famed director D.W.Griffith*
 - Create and implement brand management guidelines, social media plan, and marketing graphics for club and guest events
 - Manage, merchandise, maintain, and organize pro shop, including inventory, quality control of products, and purchasing supplies
 - Create and implement multi-seasonal departmental buying plan; submit, monitor, and track orders from vendor to delivery; meet with sales representatives and research new product options
 - Implement standard office responsibilities: answer phones and emails in timely manner; troubleshoot basic office technical issues; create the club's master calendar; print menus and daily dining specials; create and send club-wide emails; update website
 - Assist management, members, guests, and staff as needed

T. Dalian Designs, LLC Greater New York Area 2003 - Present

Spatial, Graphic, Production & Event Designer / Coordinator

Various (Select) Projects / Clients

- Assistant to Broadway Scenic Designers: The Addam's Family, All My Sons, Memphis (*Tony Award*)
- Artistic Director: Terminal B Show Pilot
- Website Design Content Coordinator & Photographer: Melita's Home – Ossining, NY

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T. Dalian Designs, LLC (*Continued*)

- Graphic Designer: Rivero Photography – Bridgeport, CT, New Covenant House – Stamford, CT, Pedra Rustica – Ossining, NY
- Production Designer & Adjunct Faculty: Loyola University of Maryland, Keene State College, Los Medanos College, Pacific Union College, School of the Arts San Francisco
- Spatial / Production Designer & Project Manager: Trinity – Greenwich, CT

David Gallo Design

New York, NY

2009 – 2010

Design & Administrative Assistant

➤ *David Gallo Design is a Tony Award winning design firm specializing in theatrical and spatial design*

- Created 2-D & 3-D visuals needed to communicate ideas for implementing projects
- Led and collaborated with team members to work within extreme deadline driven situations to achieve budget sensitive goals &
- Assisted with creating conceptual and pragmatic ideas needed for projects
- Acquired, organized, and presented research
- Relocated, organized, and maintained workspace.
- Accomplished various tasks as needed by Senior and Associate Designers

A.I. Friedman

Port Chester & New York, NY

2008 – 2010

Design, Marketing, and Sales Associate / Manager – In - Training

➤ *A.I. Friedman was a retail resource for creative people providing over 100,000 products to customers*

- Created custom designed 2-D & 3-D marketing visuals that led to 30% increase in quarterly sales
- Worked closely with vendors. Efficiently submitted and monitored purchase orders during high impact fiscal quarters
- Worked closely with customers to meet various project needs
- Prepared space and led various teams during annual inventory of 50,000 sq. ft. warehouse and retail location
- Created and implemented highly effective employee incentive campaigns
- Assisted with design layout and details of the 30,000 sq. ft. Port Chester retail location

EDUCATION

Purchase College – SUNY

Purchase, NY

MFA: Design / Technology

Keene State College

Keene, NH

BA: Design & Technical Theatre

REFERENCES

Andrea Drossos

Scarborough & Tweed

845.222.8025 (Cell)

PeggyRae Johnson

Keene State College

603.848.9155 (Cell)

Shantell Ortega

Westchester Hills Golf Club

914.290.2285 (Cell)