

# ***Ron Lotan, GJG (GIA)***

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## **SUMMARY OF QUALIFICATIONS**

### **Management / Leadership**

- Efficiently managed a retail store; supervised and motivated a sales team; reported directly to owners
- Founded, developed and managed a business over the course of 7 years, with more than 50% of sales targeting the U.S. market
- Marketed and promoted company's products in retail and wholesale, international and trade-specific books and magazines
- Supervised and maintained highest quality control in manufacturing, subordinate ISO-9001 requirements
- Re-evaluated pricing, increased productivity and profit by 40%

### **Purchaser / Buyer**

- Sourced and purchased gems and jewellery destined for private collections
- Maintains close contact with gem sources, diamond dealers and jewellery manufacturers worldwide
- Knowledgeable in trade show etiquettes and venues in Canada, U.S., Israel and South Africa
- Informed and updated in current trends

### **Senior Gemologist-Appraiser / Head of Education / Gem Sorter**

- 12 years combined experience and education in the gem & jewellery fields
- Developed and instructed gem & jewellery courses at colleges and academies, over a 5 year period
- Entrusted with millions of dollars worth of diamonds, gems and gold
- Assessed the quality and quantity of a highly important African Ruby rough in Geneva, Switzerland
- Assorted full inventory of gems into clarity groups, shapes, calibrated size and colour

### **Sales / Customer Service / Administration**

- Provided exceptional customer care, efficiently addressed and resolved clients concerns
- Passionately engaged clients in company's products and services, increased sales by 20%
- Professionally dealt with suppliers, received and fulfilled orders on a daily basis
- Aware of cultural differences – lived and worked around the world
- Routinely and accurately conducted office procedures, word processing, filing, accounting
- Proficient in: Windows 7, Vista & XP, MS-Office, Adobe Photoshop & Dreamweaver CS, QuickBooks

### **Design**

- Designed and fabricated one-of-a-kind objects d'art, buckles and bolo-ties, set with gems
- Arranged and designed sets, matched pairs and collections of gems in presentation display boxes, with accompanying jewellery-design sketches for a suggested production line
- Enhanced branding, designed and constructed customized upscale displays for trade shows
- Detail oriented and meticulous

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## EXPERIENCE

<b>Store Manager</b>	Impeccable Jewellery Inc Nanaimo, BC	2010 – 2011
<b>Partner / Manager</b>	Lotanite Creations in Clay and Metal Ladysmith, BC / Nanaimo, BC	2003 – 2010
<b>Instructor Assistant / Casting</b>	Bezalel Academy of Arts and Design Jerusalem, ISRAEL	2002 – 2003
<b>Senior Gemologist / Appraiser Head of Education / Instructor</b>	European Gemological Center & College Ltd Ramat Gan, ISRAEL	1998 – 2000
<b>Staff Gemologist / Appraiser Gemstone Sorter / Stock Controller Foreman / Catalogue Production</b>	Angelo's Manufacturing Jewellers cc Johannesburg, SOUTH AFRICA	1997 – 1998
<b>Gem Sorter / Project Designer Tradeshaw Sales Rep</b>	Menavi International Ltd Ramat Gan, ISRAEL	1997
<b>Quality Controller / Manufacturing Supervisor Assistant / Stock Dept</b>	Caprice Jewellery (1985) Ltd Haifa, ISRAEL	1993 – 1995

## EDUCATION

Online Student	Vancouver Island University (VIU) Nanaimo, BC	2010
<b>QuickBooks for Small Business</b>		
On Campus Student	Bezalel Academy of Arts and Design Jerusalem, ISRAEL	2000 – 2003
<b>Jewellery, Objects &amp; Accessories Design Program in Residence</b>		
On Campus Student	Gemological Institute of America (GIA) Santa Monica, CA	1995 – 1996
<b>Graduate Jeweller Gemologist Diploma in Residence</b>		

## COMMUNITY INVOLVEMENT

<b>Secretary / Board of Directors Webmaster</b>	Nanaimo Pottery Co-operative Nanaimo, BC	2010
<b>Jewellery Adjudicator for the 2010 Filberg Festival</b>	Craft Council of British Columbia (CCBC) Comox, BC	2010

## AFFILIATION

<b>Alumni Association Member</b>	Gemological Institute of America (GIA)	1995 – 2011
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