

Objective

Seeking a position in the fashion/accessory/textile industry with opportunity for growth.

Profile

Creative, excellent eye for color, fabrics, texture and design. Design from inspiration, concept to execution and presentation. Analytical, Organized, deadline oriented, consumer oriented.

Designed daywear modeled at Central Park–Oasis of Style, Palatine, IL 2006

Designed daywear modeled at Cinema Verite–A Study of Style, Palatine, IL 2005

Dresser for fashion show at La Piazza, Palatine, IL 2004

SOFTWARE- Word, Excel, Power Point, Oracle, Optio, Clarify, AS400, Internet, Lotus Notes, PC and Mac.

Education

Certificate in Wedding Planning, Harper College, Palatine IL – May 2007

Certificate in Fashion Design, Harper College, Palatine, IL – May 2006

Courses: Apparel design and construction, patternmaking, fashion illustration, draping, fashion history, color theory, trend research.

Harold Washington College – Certificates – Small Business Start-up and Planning, Chicago, IL- 1995

Southern Jr. College of Business – Business Administration, Birmingham, AL, 1985-1986

Shelton State Community College –General courses, Tuscaloosa, Alabama 1980-1981

Experience

FREELANCE FASHION DESIGNER, 1986 – Present

Wovens, Daywear, Bridal, Cocktail, Modern, Vintage, Ethnic, and Millinery. Women's, Misses, Junior, and Girls.

RETAIL SALES ASSOCIATE, PART-TIME- CHICAGO AREA AND ALABAMA - Marshall Fields (Macy's), C.D. Peacock, The Bombay Company, Field Museum Stores, New York and Company, So-Fro Fabrics, Dress Barn, Brooks Fashions, Gayfers department store.

TOSHIBA MEDICAL RESEARCH INSTITUTE, VERNON HILLS, IL, 12/2008 – (temporary position) PURCHASING COORDINATOR

- Create purchase orders, obtain quotes and supporting documents, expedite, track purchase orders.
- Receive product in system, research and resolve discrepancies, and document.
- Communicate with suppliers, internal customers and management. Process returns.
- Review and enter invoices for accuracy, create payment record, submit check request. Enter expenses, project coding, log capital assets and forms, obtain signature approvals

PURCHASING ASSISTANT, MOTOROLA SCHAUMBURG, 2006- 2009 (contract position)

- Worked with buyers, suppliers, sales and accounting departments.
- Analyzed reports and compile data from various resources.
- Expedited purchase orders provide tracking number, proof of delivery and invoice from supplier.
- Processed returns, debit memos, shortened return time from forty-five days to fifteen days.
- Open purchase order report.
- Resolved purchase order discrepancies.
- Monitored product levels.
- Learned new software.

PURCHASING ASSISTANT, COLE-PARMER INSTRUMENT, VERNON, HILLS, IL 2001-2006

- Purchased supplies for office, facilities, distribution center, creative services departments and stock, created purchase orders, stocked company supplies.
- Managed department calendar, files, spreadsheets, office equipment, and mail.
- Monitored receiving discrepancies. Ran and distributed reports.
- Updated bulletin boards.
- Back-up for drop-ship buyer and new catalog item administrator.

FINN-POWER, ARLINGTON HEIGHTS, IL 2000 - 2001

INVENTORY/ORDER TAKER

- Cycle counted and entered data. Started inventory process. Spreadsheets.
- Solved and documented inventory discrepancies
- Processed customer orders for machine parts from fax and phone.
- Read Manuals.

CINTAS (Uniforms To You and Integrity Manufacturer), BEDFORD PARK, IL, 1996 - 1999

RETURNS LEAD/QUALITY

- Worked with product development, manufacturing departments and distribution center to resolve quality problems.
- Monitored eleven returns clerks and material handlers and entered timesheets.
- Inspected apparel and made determination and documented.

Utilized bill of material, specs, sketches, measuring tools and samples.

Other Interests and Passions

Fashion, Interior design, movie musicals, dance, art and travel.