



Emily Chen

Fashion Production Assistant

CONTACT



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email@example.com



LinkedIn | Portfolio



City, ST

KEY SKILLS

- Fabric sourcing
- Inventory management
- Production scheduling
- Sample tracking
- Supplier communication

EDUCATION

Bachelor of Fine Arts in Fashion Design

Bachelor of Fine Arts in Fashion Design,
New York, NY

ABOUT ME

Fashion production assistant with a passion for design

Five years of experience supporting fashion design teams by managing materials, schedules, and quality control. Experienced in coordinating with suppliers and tracking production timelines.

PROFESSIONAL EXPERIENCE

Fashion Production Assistant | June 2020 - Present

Vogue Designs, New York, NY

- Collaborated with designers and manufacturers to streamline production for seasonal collections
- Monitored sample production, ensuring all items met design specifications and quality standards
- Organized delivery schedules with vendors, reducing late shipments by 25%

Production Intern | January 2020 - June 2020

Modern Threads, Brooklyn, NY

- Helped source fabric and manage inventory for a high-volume fashion studio
- Maintained production timelines by updating tracking spreadsheets and supplier communications
- Coordinated fittings for new collections, ensuring proper documentation for revisions