

HI I'M

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MONROE

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she / her / hers

EDUCATION

THE NEW SCHOOL | PARSONS SCHOOL OF DESIGN

August 2021 - PRESENT

Fashion Design AAS

*Relevant courses below

UNIVERSITY OF COLORADO, BOULDER | BACHELOR OF SCIENCE, MEDIA DESIGN

August 2016-May 2020

Advertising, Public Relations, Media Design

Minor: Technology, Arts, & Media (TAM)

Focus: Digital Design (Photoshop, Illustrator, Web 2d, social, Email, GIF)

EXPIERENCE

OSCAR DE LA RENTA - NEW YORK, NY

RAW MATERIALS INTERN - AUGUST 2022 - Present

- *Approve cuttings for bulk orders: review, swatch, organize, maintain*
- *Upkeep current/new season fabric swatch boards*
- *Work with other departments to assist in production tasks*
- *Ensure RM code labeling is correct/exposure to GCS program*
- *Pick-up/drop-off in the garment district*
- *Organize purchase orders, cut for approvals and order confirmations*
- *Process new fabrics for upcoming collections*
- *Maintain trim inventory at corporate headquarters and company warehouse*
- *Complete trim cut tickets for production*

NEW YORK FASHION WEEK, NEW YORK NY

PRODUCTION ASSISTANT - SEPTEMBER 2022

- *Marni: model dresser*
- *Revolve Gallery: set up and take down*

LOVESHACKFANCY, NEW YORK, NY

TECHNICAL DESIGN INTERN - JUNE 2022

- *Organize production & runway samples, assembling/organizing materials for domestic & overseas factories*
- *Coordinate delivery & pick up of materials from vendors & factories, liaise between factories, suppliers & production office*
- *Work closely with LoveShackFancy team to prepare for production with local & overseas factories*
- *Spec garments, assist in updating weekly WIP reports, create trim packages to hand to factory for production*

EXPIERIENCE

THE KISMET COLLECTIVE, NEW YORK NY STYLIST ASSISTANT - MAY 2022

- *Attend styling meetings with clients and assist with garment organization*
- *Coordinate delivery & pick up of materials from source stores*
- *Capture and curate content of styling meeting for social media pages*

KCD, NEW YORK, NY

NYFW DIGITAL FREELANCER - SEPTEMBER 7-13 2021

- *Brainstorm campaign executions*
- *Assist in the day to day tasks of the company*
- *Create graphics for partnerships and social media platforms ex. Anna Sui*
- *Committed to a consistent press search and complete the respective press clippings*
- *Manage media contact lists and databases ex. Fendi*

LIVIDINI & COMPANY, NEW YORK, NY

BRAND STRATEGY INTERN - MAY 2021 - AUGUST 2021

- *Brainstorm campaign executions*
- *Assist in the day to day tasks of the company*
- *Create graphics for partnerships and social media platforms on Adobe Illustrator and Photoshop*
- *Committed to a consistent press search and complete the respective press clippings*
- *Manage media contact lists and databases*

LIVE NATION / DO303, DENVER, CO

GRAPHIC DESIGN INTERN - September 2019 - December 2019

- *Social media content creation, scheduling, and posting*
- *Video production / editing*
- *Media partnerships / trade event sponsorships*

NORDSTROM, MISSION VIEJO CA

WEB TEAM LEAD - May 2018- January 2018

- *Update the nordstrom.com website in the South Orange County Region*
- *Analyze what items are sent to Nordstrom Rack and remove from the website (on average 100 orders per day)*
- *Fulfill online retail orders within the hour they are placed*
- *Complete Inventory Check daily*

DRESSES DEPARTMENT, STYLING - August 2016 -June 2017

- *Style for specific events (for example the ESPYS)*
- *Introduce new merchandise / clothing lines*

EXPIERIENCE

CALVIN KLEIN, CARLSBAD, CA

STYLIST - MAY 2016 - AUGUST 2016

- *Attend styling meetings with clients and assist with garment organization*
- *Curate mannequin styling*
- *Visually communicate through window displays*

THE MONTAZAMI BRAND, LAGUNA NIGUEL, CA

DESIGN INTERN - DECEMBER 2015 - MAY 2016

- *Attend design meetings with manufacturers and assist with garment production processes*
- *Coordinate delivery & pick up of materials from source stores*
- *Capture and curate content of styling meeting for social media pages*

PACIFIC SUNWEAR, MISSION VIEJO, CA

IN STORE INTERN - SEPTEMBER 2015 - DECEMBER 2015

- *Organize clothing on the store floor*
- *Assist customers with sales and styling suggestions*

CERTIFICATIONS

- *LVMH & the Luxury Industry - 2022*
- *Business Class by Sophia Amoruso - 2021*
- *Fashion Design Essentials Certificate - The New School x YellowBrick*
- *ROP Careers in Fashion - 2015*

SKILLS

- *Tech Packs & Spec Sheets*
- *CLO 3D*
- *Pattern Making*
- *Adobe Creative Suite*
- *CADs / Flats*
- *Web Design and Development: Hypertext Markup Language, Cascading Style Sheets, Javascript, Python, P5*
- *Content Creation*

VOLUNTEER WORK

June 2010 - June 2016

- *National Charity League*
- *JR Shea Therapeutic Riding Center, Ocean Institute, McKinney Theatre, Family Assistance Ministries, Laura's House*

October 2016-Present

- *Alpha Phi Foundation*
- *Fundraising for events: Annual Red Dress Gala*

AFFILIATED ORGANIZATIONS

2021-Present

- *Fashion Design Community Service Club*
 - *To take unused & wasted fabrics from the fashion department and transforming them into utilitarian goods, such as blankets and knitted scarves, for those in need.*

SUBJECT SPECIALISMS

- **Tailoring Techniques**
 - Pattern making, cutters musts, draping, tailoring practices
- **Collections**
 - Research
 - Fabrications
 - Line Ups
 - Illustrations
 - physical and digital
 - Textiles and Materials
 - Print Design
 - CLO 3D
- **Extended Design Elements**
 - Fashion and Entrepreneurship
 - Digital Photography
 - Production
 - Trims
- **Media Design**
 - User Experience & User Interface Design
 - Media Law and Ethics
 - Design for Digital Media
 - Strategic Communication Campaigns
 - Marketing Communication Skills

THANK YOU FOR YOUR TIME