

Aileen Wallace | +1 267 614 0211 | ailwallac@gmail.com | <https://aileenwallace.net>
Production Management | Product Development | Design

SKILLS

Product Development | Strong Communication Skills | Client Relations | PLM | Adaptability | Copy Writing |
CAD and Hand Sketching | Creative Design Thinking | Pattern Making | Garment Construction |
Excel | Google Drive | Photoshop | Illustrator | Microsoft Office | HTML | CSS | Quickbooks

EXPERIENCE

Production Coordinator | CHARLOTTE BRODY | New York, NY | 2019 - 2020

- Day-to-day communications with multiple factories and vendors for general production and customizations
- Identifying and solving production issues before and as they arise
- Creating and maintaining tech packs by keeping them up-to-date throughout design, development, and production process
- Sourcing fabrics and trims for custom collection pieces for clients as well as for ready-to-wear collection
- Building Excel files to calculate best buying practices and anticipate what needs to be sewn
- Finding factories, vendors, and sample rooms and creating and maintaining relationships
- Custom pattern alterations for clients
- Maintain PLM system with daily updates regarding custom orders, rtw orders to be shipped, solve inventory discrepancies
- Sales analytics and production planning
- Coordinating of timely shipping of all client orders
- Tracking of shipments to ensure timely delivery to clients
- Inventory management

Production Manager & Assistant Designer | VALENTINA KOVA | New York, NY | 2016-2018

- Responsible for all aspects of design and product development from a verbal idea to delivery to client
- Design research, sourcing inspiration from various sources, garment construction ideation, finishing techniques specific to each garment in a collection
- Managed woven and knit clothing production in New York City and Italy
- Coordinated with patternmakers, factories, furriers, fabric mills/fabric suppliers, assistants, and interns (in NYC and abroad)
- Implemented use of and created CADs and tech packs
- Partnered with designers, creative direction, business and retail management in house as well as outside contractors
- Communicated and managed workflow with company contractors in person, via phone, and email in both English and Spanish
- Sourced fabric from NYC and abroad for the collection, special projects, and clients
- Initiated meeting with fabric suppliers, fabric printers, and embroidery factories to explore design options
- Tracked raw goods and inventory, ordered as needed and in a timely manner
- Physically and digitally created custom engineered prints for the SS18 collection
- Designed and developed custom embroideries for different garments
- Created and maintained relationships with outside contractors to create the best product of the highest quality for the brand
- Executed pattern adjustments and problem solved for new styles and for fit adjustments for private clients
- Facilitated design meetings with head designer and design consultant, created comprehensive and concise notes detailing new and/or altered pieces for pattern maker and seamstresses
- Planned items and colors to send to retail locations based on client needs
- Handled company inventory and kept best selling styles in stock and available for clients in New York studio, Aspen, and retail locations
- Managed wholesale, retail and private client orders and invoicing
- Created and maintained COG and line sheets
- Styled at lookbook photoshoots as well as on location long term shoots to served as right hand to creative director

Retail Store Management | VALENTINA KOVA | Aspen, CO & Palm Beach, FL | 2016 - 2018

- Rotated from New York to Aspen and Palm Beach to meet with clients and assist with store management
- Handled day-to-day management and sales
- Lived in company housing, was on call 24/7
- Continued to run New York operations of production while away for 2-4 weeks at a time via interns and assistants

EDUCATION

SYRACUSE UNIVERSITY College of Visual and Performing Arts | BFA FASHION DESIGN | 2016

SI Newhouse School of Public Communications | Fashion Communications Concentration | 2016

University of the Arts London | London College of Fashion Study Abroad | FASHION DESIGN | 2015