Leah A. Bush

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**Objective**

To perform the responsibilities of an Administrative Assistant, collaborating with managers, co-workers, customers and key players to manage and execute department projects, maintain records, generate reports and perform other administrative duties. Provide scheduling, organization, documentation and timely communication to efficiently facilitate operations and provide staffing and clerical support.

**Qualifications**

* 3 years administrative experience, 3 years customer service, 1+ year supporting directors
* Administrative Support: scheduling, filing, correspondence, running reports, event planning
* Team player and effective communicator, accustomed to cross-department collaborations
* Analytical problem solver: Strengths in research and data analysis to provide solutions
* Strong time management skills to multi-task calendar deadlines over several seasons/ projects
* Effective organizational and interpersonal skills working with the public and internally
* Operating Systems: Mac OSX: 104-10.6, Windows XP, 7 and Vista
* Software skills include Adobe Creative Suite: (Illustrator, Photoshop, InDesign, Acrobat)

Microsoft Suite: (Excel, Word, PowerPoint, Access) and WebPDM

* Experience with presentation planning, building and support ranging from design and sales presentations to trade show audiences (Outdoor Retailers)

**Education**

2006-2009 B.S. Design Management: The Art Institute of Portland

2003-2005 A.A. Liberal Arts: Lane Community College

**Experience**

Freelance Apparel Design Ojala October 2008 – Present

* Develop designs and apparel product concepts
* Design, pattern and sewing all original designs from prototype through production
* Research material sources and develop COG/ retail pricing strategies
* Forecasting: Current and projected trends via colors, silhouettes and market changes
* Sales management and customer relations: correspondence, shipping, receiving and filing invoices. Vending and directly interfacing with customers at festivals and fairs
* Develop and manage social media presence online, monitor web traffic results

Design Assistant (Intern) Columbia Sportswear August 2010 - May 2011

* Assist design teams in three separate product categories research and develop design concepts and manage product line information over consecutive seasons
* Create technical illustrations, tech pack layout and digital presentation materials
* Assisting with fit sessions and design reviews, taking down BOM and design information, making necessary revisions to digital designs and uploading changes to WebPDM
* Create, duplicate and manage weave and knit files with NedGraphics software. Alter textile prints with Adobe Illustrator
* Develop presentation materials and displays for designers, creative directors and merchandising teams
* Manage, update and organize digital design, color and print files for 20+ designers and coordinate with outside departments
* Style/ merchandise mannequins, displays and outfits for sales presentations, fashion and trade shows (Outdoor Retailers)

Customer Service Representative Netflix Inc. March -August 2010

* Trouble shooting and resolving network connection, content and streaming device related issues
* Assisting customers with their accounts and billing
* Research and report fraudulent account and credit card activity
* Provide lateral support to other customer service representatives

Intern/ Development Assistant Merrell Apparel August - November 2009 (Intern to hire)

* Creating current, comprehensive trim and fabric encyclopedias for Merrell’s apparel development and fabric teams, organizing and backlogging all trim and color information from Fall 2006 through 2011 collections
* Update organization’s trims database to match physical encyclopedias and retrieve missing data including minimums, prices, lead times, production phases and other supplier information
* Shadow developers in meetings and fit sessions, participate in market research trips

Design/ Marketing Intern Reif Apparel March - June 2009

* Assembling marketing and promotional materials, including press kit and look book layout
* Technical sketching and line sheet production for Fall 2009 and Spring 2010 collections
* Assisting with operations, pricing strategies, and seeking out points of distribution
* Styling Assistant and coordinator for Fall 2009 photo shoot
* Writing copy for online content including online store and blog
* Cold calling potential points of distribution

Academic Tutor The Art Institute of Portland January 2009 - June 2009

* Specialties include: fashion design layout, technical illustration and business courses
* Achieving comprehensive learning and skill objectives for individual students
* Manage scheduling of student appointments and meetings, lesson-plan prep work

Office Assistant Walker & Bush Real Estate February 2002 - May 2005

* Administrative support: filing paperwork, faxing, making appointments, answering phones, addressing renter concerns, shipping documents and packages
* Supervise cleaning/painting staff; inspecting and ensuring that rental units are ready for move-in
* Manage office/cleaning/painting supply inventory and replenish as necessary
* Coordinating/ assisting with maintenance projects
* Showing apartments and rental units to prospective tenants