
JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ H: (555) 432-1XXX ♦ C: ♦ resumesample@example.com ♦ Date of Birth: ♦ India: ♦ : ♦ single: ♦

EXECUTIVE PROFILE

Creative Apparel Production Manager adept at product development design change and cost tracking to adhere to budgetary guidelines. Proficient in the use of design software to further expedite project completions. Specialize in applying creative approaches to design while managing daily production staff activities.

SKILL HIGHLIGHTS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

CORE ACCOMPLISHMENTS

PROFESSIONAL EXPERIENCE

Apparel Production Manager, 08/2013 - Present

Barrett Business Services â€“ Milpitas, CA,

- Set production schedules and established production specifications.
- Checked finished apparel for size accuracy.
- Performed fabric tests to ensure quality compliance.
- Oversaw daily facility activities.
- Ensured that all facility maintenance procedures were followed.

Apparel Production Manager, 02/2009 - 08/2013

â€“ Milwaukee, WI,

- Reviewed production sketches.
- Periodically updated production specifications.
- Set team objectives.
- Addressed quality control issues.

Apparel Production Manager, 09/2006 - 11/2008

Barrett Business Services â€“ Monrovia, CA,

- Reviewed equipment performance reports.
- Maintained contact with clients to ensure timely fulfillment of orders.
- Prepared purchase orders invoices and budget reports.
- Routinely inspected staff work areas.

Apparel Production Manager, 05/2005 - 09/2006

Barrett Business Services â€“ Murray, UT,

- Coordinated with other offices to ensure consistency in apparel production.
- Set monthly production quotas and tracked production in real-time.
- Oversaw inventory of fabric and related supplies.
- Prepared sales samples per client requests.

EDUCATION

Bachelor of Science: Applied Management, 2005

-

University of California - Parkland, CA

GPA:

Applied Management

Bachelor of Science: Business Administration, 2009

-

University of California - Parkland, CA

GPA:

Business Administration Want more? Check out our other examples. See More Examples

SKILLS

Adobe Photoshop, budget, client, clients, design software, facility maintenance, inventory, multitasking,
product design, quality, quality assurance, quality control, real-time, sales