



# KELLIE THORNE

SEAMSTRESS, DESIGNER, CREATOR

## STATEMENT

An enthusiastic graduate who has a background of Japanese Language and Culture, Computer Science, Fashion and Costume Design, and Holistic Health who is looking to expand her knowledge and experience through working with talented individuals and their businesses.

## EXPERIENCE

**June 2017 - Current**

**La Jolla Group**

**Technical Design Assistant**

Duties included measuring, many different types of clothing, forming and uploading fitting photos into company PLM system, along with assisting in fittings and completing fit comments.

**March 2015 - July 2015**

**WEDGEWOOD WEDDING & BANQUET CENTERS**

**Wedding Coordinator-Planner/Catering Sales Director**

Duties included guiding potential and current clients from start to finish of their event at the Crystal Springs Golf Course. Starting by giving information through e-mail, phone, and in person on the services and amenities provided, to booking the events, working with clients to plan, then coordinating and executing the client's unique vision for every event hosted.

**May 2013 - March 2015**

**Cg INC.**

**Administrative Assistant/Office Manager - Social Media, Events, and Marketing Coordinator**

Administrative duties such as organizing employee/executive schedules and travel, inventory of office supplies, and equipment, posting job openings, and screening candidates' resumes. Set up and maintained social media channels and held meetings on how to use social media channels.

**March 2011 - May 2014**

**SAN FRANCISCO STATE UNIVERSITY**

**Student Assistant**

Administrative duties such as answering phones, making appointments, advisement of university/department procedures, office equipment use and maintenance, and directing those who came to the office.

## CONTACT

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## EDUCATION

**2016 - Current**

**SANTA ANA COLLEGE**

Associate's in Fashion Design

**2009 - 2013**

**SAN FRANCISCO STATE UNIVERSITY**

Bachelor's in Japanese Language and Literature

Minor in Holstic Health

## SKILLS

Microsoft Office Suite

Adobe Creative Suite

Google Apps/Services

Outlook

Sewing, Draping, Pattern-Making

Organization

Time Management

## INTERESTS

Sewing/Designing, Cosplay/Costumes, Reading, Video Games, Historical Re-Enacting

## REFERENCES

**Kyla Benson**

Fashion Department Chair, Santa Ana College

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