

# ELISE HEARTWELL

## CONTACT

434.962.6577  
eliseheartwell@gmail.com  
eliseheartwell.com

## EDUCATION

AAS FASHION DESIGN  
With Honors  
Parsons School of Design  
2018

BA STUDIO ART  
Distinguished Major  
University of Virginia  
2013

## SKILLS

Excel  
Adobe Illustrator, Photoshop,  
& InDesign  
Shopify  
Stitch labs  
Tech Packs  
Specing and Grading  
Shipping and Logistics  
Hand and Machine Sewing

## OTHER INTERESTS

Low Waste Living  
Slow Fashion  
Quilting  
Cooking and Baking  
Contemporary Art

## WORK EXPERIENCE

### **PRODUCTION AND STUDIO ASSISTANT**

ace&jig | Brooklyn, NY | 2018-2020

- Receive and log all incoming samples from manufacturers: fabric development, sales samples, fit samples, photo samples
- Manage sampling timelines and communicate updates to the team
- Write cut tickets and purchase orders to communicate bulk production requirements with factories
- Review all commercial invoices and packing lists to green-light final payments and shipment release
- Coordinate with freight forwarder to schedule freight pickups from factories and schedule deliveries with warehouses
- Calculate a seasonal reconciliation with manufacturer of goods billed vs goods received
- Run monthly inventory reports of current and past season stock for all warehouses
- Assist with fittings: book models, spec check, take fit notes, pass fit comments to factory
- Prep shot lists and organize samples for photoshoots, dress models, maintain pace, and keep records while on set.
- Customer service backup: answer phone and customer emails, handle returns, address concerns, and give fit and shopping advice
- General studio upkeep: snack and supply ordering, organizing, and light housekeeping

### **COMMENCEMENT PRODUCTION ASSISTANT**

Pratt Institute, Office of the Provost | Brooklyn, NY | Spring 2018

- Assistant during planning and production phases of the Pratt Institute commencement and accompanying end-of-year events including the grad fair, fashion show, and faculty luncheon.
- Responsible for inventory management, ordering, communicating with vendors, and scheduling.
- On-site event coordinator and point of contact for all vendors, staff, and guests.

### **WEDDING COORDINATOR & ASSISTANT MANAGER**

Sweethaus Bakery | Brooklyn, NY & Charlottesville, VA | 2012-2018

- Coordinated and managed custom wedding services: client consultations, invoicing, production, delivery, set-up, event styling.
- Trained and led a team of 8 employees in simultaneous bakery production and busy cafe service.
- Created and edited recipes for baked goods, food, and drinks for front and back of house.