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## Apparel Prod Coordinator Resume

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### Job Objective

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To obtain an Apparel Production Coordinator position in a company that provides an open environment with many opportunities for continuous growth.

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### Work Experience:

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Apparel Production Coordinator, August 2005 – Present  
Concept One Accessories, Waco, TX

- Prepared production requirement documents and correspondence.
- Collaborated with sales team to obtain necessary information to initiate new projects.
- Served as liaison between the 3D modeling and external technical teams for major clothing brands.
- Managed the current and future vendors for apparel and accessories.
- Tracked daily production progress with each vendor and prepared detailed weekly reports.
- Communicated all the risk and alerts to the management and provided timely solutions.

Apparel Production Coordinator, May 2000 – July 2005  
Jones Apparel Group, Waco, TX

- Tracked production and delivery status, forwarded tech packs to factories and followed up on samples.
  - Maintained weekly shipping status reports and related responsibilities.
  - Analyzed production progress and the delivery slides and updated the company on a weekly basis.
  - Scheduled inspections for the QA's for inline, midline and final inspections.
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### Summary of Qualifications:

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- Solid working experience in the apparel industry
  - Profound knowledge of manufacturing and production units
  - Extensive knowledge of fabrics and their characteristics
  - Proficient with T&A, Production processes and production follow ups
  - Ability to identify quickly and clearly with each of the orders at hand
  - Excellent digital graphics and artwork skills
  - Proficient with MS Office Suite
  - Superior written and oral communication skills
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### Education:

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Bachelor's Degrees in Apparel Manufacturing, Colorado Christian University, Colorado, CO

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