
FASHION PRODUCTION ASSISTANT RESUME

Objective:

Seeking a position as Fashion Production Assistant where extensive experience and superior organization skills will be fully utilized.

Summary of Skills:

- Sound knowledge of critical path management
 - Ability to work autonomously with confidence
 - Strong computer skills
 - Strong accuracy and an attention to detail
 - Ability to handle multiple tasks and work under pressure
 - Excellent communication skills
 - Strong organizational skills
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Work Experience:

Fashion Production Assistant
REK Group, Fort Worth, TX
August 2005 to till date

- Sourced production materials.
- Coordinated in all production areas.
- Assisted in local sampling production.
- Performed general production duties.

Fashion Production Assistant
Top Fashion Company, Fort Worth, TX
May 2000 to July 2005

- Monitored and ensured the timely delivery of product into the business.
 - Communicated with the suppliers, and ensured that deliveries arrive on time.
 - Looked after the stock and purchased orders for the department.
 - Liaised with the packaging suppliers, and ensured this is followed up correctly.
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Education:

Associate Degree in Business Management & Administration
University of Florida, Gainesville, FL

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