

CATRINA CORLEY

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Relevant Software

Microsoft Word, PowerPoint, Excel | Flex PLM Windchill, Web PDM, Optitex | Adobe Photoshop, Illustrator, Acrobat Pro

Work History

Assistant Designer

November 2016 – November 2017

Academy Sports + Outdoors – Houston, TX

Because it is a mid-size business, Academy combines the Assistant Designer and Product Developer I roles

- Assisted in designing and developing for Academy's women's activewear private label BCG beginning S17
- Assisted in designing and developing BCG Plus; Academy's first plus size women's activewear line
- Managed about 45 Missy styles and 25 Plus Size styles: 10 bras, 37 carryover, 9 fashion, 8 replenishment, 7 graphic styles with 40 different graphics that consist of about 36 tops and 34 bottoms of which 62 are knit and 8 are woven
- Coordinated with sourcing, technical design, quality assurance, and vendors to adhere to the design calendar to get the product in ads, online, and in stores on time
- Built CADs of each season's assortment, researched the market to guide silhouettes, colors, and style lines, analyzed sales to guide assortment, compared key items in similar markets, analyzed insight studies about our customer
- Conducted fittings and wear tests, monitored customer feedback to adjust fit and assortment
- Maintained and tracked detailed product packages initially using Web PDM then Flex PLM
- Managed/approved/rejected proto, fit, pre-production, advertising, production samples, lab dips, strike offs, artwork, fit, garment construction, raw material, trim, findings, packaging, and labeling
- Last three months as an Assistant Buyer: pulled sales reports, set up styles, and ordered styles for each quarter

Student Administrative Assistant II (Work Study)

June 2012 – May 2016

Cornell University Environmental Health & Safety – Ithaca, NY

- Formatted manuals, operating procedures, and corresponding web pages to comply with OSHA and university safety standards
- Recreated and transferred safety courses and exams from PowerPoint and PDF to Adobe Captivate

Intern for the Department of Commerce/ International Trade Administration

August 2015 – December 2015 (Fall Semester 2015)

Office of Textiles and Apparel (OTEXA)/ Department of Commerce – Washington, D.C.

- Wrote 26-page sector report on the U.S Apparel and Textile industry, internal eyes only
- Created graphic design for trade show catalogs, standing banners, and the *Grow America* landing page
- Added businesses to the Made-in-USA database
- Developed a trade presentation called "*Government Contracting: A Basic Guide and Tutorial*" presented at the 2015 IFAI Expo by Mary Lynn Landgraf. It can be found on the OTEXA website.

Costume Design

January 2008 – December 2011

Space City Costumes – Houston, TX

- Managed a small business designing, patterning, sewing, and selling costumes. Required to make screen-accurate costumes with no preexisting patterns using only films and images as a reference.
- Designed premium costumes ranging \$350 - \$850
- Creating a costume included: drafting patterns, grading for various sized customers from S to 3XL, making prototypes, fitting, sewing the final garment and trims
- Sewn on a range of fabrics: gabardine, leather, pleather, vinyl, cotton, polyester, rayon, silk, wool, and more
- Created and programmed the website and e-commerce store, filed local taxes, and managed accounting

Education

Cornell University

Bachelor's Degree | Fiber Science and Apparel Design | Class of 2016