

Erica McDonald

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Core Knowledge & Skills

MAC/PC	BaseCamp	Production Coordinating
Adobe CS6: Photoshop, Illustrator, InDesign, Bridge	Psi Capture	Event Planning
Microsoft Word (Excel, Outlook, Power Point, Publisher)	SmartBoard	Administrative/ Office Support
Text Wrangler	Tech Packs	Data Entry
FTP/sFTP	Draping & Pattern making	Retail Management
Terminal	Drafting/Grading	Merchandising
	Spec Sheets	Research & Multi-Channel Marketing
	Google Analytics	

Professional Experience

Production Coordinator | November 2012- Present | Confidential Fortune 500 Chicago, IL

Responsible for trafficking 1000's of SKU's through pre-production and post with overseas team, ensuring asset accuracy and timely completion for delivery to Clients. Handling multiple projects, managing electronic files, V-look ups, light image retouching/QCing, upload & download site digital assets, trouble shooting inputting various metadata in databases for tracking & archiving.

Accomplishments

- Performing style audits, that increasing revenue at minimum of 20,000.
- Filling in for Assistant Producer, working on set an interaction with Clients.
- Handling multiple accounts such as Nike, Oakley, Stanley Stella, Rubbermaid, etc.

Document Specialist | September 2012- December 2012 | Stria (Kraft Foods) | Northfield, IL

Responsibilities included record keeping, data entry, organizing files, scanning documents, and keeping up with day to day functions in the department as needed.

Assistant Manager | November 2011- September 2012 | Once Upon A Child | Columbus, OH

Increased sells by purchasing merchandise valued at 1,000,000-2,000,000, opening & closing store, supervise staff of 12, visual merchandising Product Pricing, trend an product research, maintained inventory levels, meeting & understanding government safety standards an guidelines

Administrative Coordinator | 2009-2011 | Kids R Kids | Missouri City, TX

Directly responsible for meeting corporate policies, organizing an planning fund-raisers, graduations, summer activities and trips, & establishing business relationships. Worked closely with management team executing daily office operations such as, supervise staff of 40 creating monthly calendars & newsletters, writing press releases, maintaining paper & electronic database, answering phone & e-mails.

Accomplishments

- Earned 3 Promotions, Assistant Teacher, Lead Teacher, Technology Teacher, to Administrative Coordinator.
- Increased revenue, by recruiting new families.

Assistant Costume Designer | Summer 2009 | Mt. Washington Valley Theatre Company | North Conway, NH

Worked with a team adjacent to the stage director & actors to provide the cast with superior Costumes to enhance the production. Daily routines consisted of sourcing /purchasing rentals & other materials while staying within budget, tailoring garments, & developing character profiles for each actor.

Education

International Academy of Design & Technology Chicago, IL
Bachelors of Fine Arts in Fashion Design, Deans List, GPA 3.5/4.0