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Alita Cartez

SKILLS

Pattern cutting
Textures
Sourcing trimmings
Sewing
Fabrics
Tailoring garments
Understanding of colors
Call and email handling
Researching trends
Dressing models
Technical sketches
Accessories and footwear
Design strategy
Wardrobe design
Garment alterations
Apparel styling techniques
First patterns
Repairs and corrections

EXPERIENCE

03/2018 - Current

Fashion Intern

Choosy — New York, NY

Helped brand awareness by assisting in merchandising and handling display setups.

Sketched and designed over 20 new and creative pieces monthly.

Performed various administrative duties, including checking invoices, preparing special orders and ensuring deliveries.

Assisted with 20 fittings weekly, ensuring proper proportions and fit.

Assisted with the styling of 25 unique looks for runway presentation.

Volunteered to help out whenever special projects arose and handled administrative tasks, including data entry and filing.

Created mood boards by researching current fashion trends and competitor activity.

Collaborated on designs through sketching and CAD.

Set up delivery schedules and ordered materials from fabric, trim and print vendors.

09/2019 to 09/2020

Fashion Intern

New York fashion week — New York, NY

Answered the phone and took messages when the Fashion assistant was busy or out of the office.

Performed various administrative duties, including checking invoices, preparing special orders and ensuring deliveries.

Volunteered to help out whenever special projects arose and handled administrative tasks, including data entry and filing.

Assisted with the planning of event, by inviting guests and the media.

Set up delivery schedules and ordered materials from fabric, trim and print vendors.

Organized fashion sample garments for sales reps and agents.

09/2018 to 10/2018

Volunteer

Couture Fashion Week — New York, NY

Organized fashion sample garments

Worked with fashion show production and set up model castings.

Performed various administrative duties, including checking invoices, preparing special orders and ensuring deliveries.

Assisted with preparing 12 model for runway presentation

Assisted with 12 fittings, ensuring proper proportions and fit.

Answered the phone and took messages when the Fashion Assistant was busy or out of the office.

06/2018 to 06/2018

Volunteer

Magic fashion show — New York, NY

Performed various administrative duties, including checking invoices, preparing special orders and ensuring deliveries.

Volunteered to help out whenever special projects arose and handled administrative tasks, including data entry and filing.

Assisted with the dressing of 10 models, ensuring they were ready for the runway presentation.

Assisted with 10 fittings, ensuring proper proportions and fit.

Worked on fashion show production and set up model castings.

01/2012 to 08/2017

Tailor

Cartez Fit — Queens, NY

Measured customers for size and recorded measurements for use in alterations.

Removed stitches from garments to be altered by using rippers or razor blades.

Developed new garments based on established parameters or specific body measurements.

Altered clothing to fit individual customers and repaired defective garments.

Drew lines between reference points to produce outlines of graded patterns.

Measured parts such as sleeves and pant legs and pin-folded alteration lines.

Created new fabric and finish, print and pattern, and trim and expression standards for multiple brands.

10/2013 to 05/2014

Fashion Stylist, Fashion Designer

High school for arts and business Fashion club — Corona, NY

Assisted with the styling of 50 unique looks for runway presentation.

Created mood boards by researching current fashion trends

Sketched and designed over 15 new and creative pieces monthly.

Worked 10 fashion show productions and set up model castings.

Set up delivery schedules and ordered materials from fabric, trim and print vendors.

10/2012 to 06/2013

Tailor

High school of arts and businesses drama club — Carina , NY

Drew lines between reference points to produce outlines of graded patterns.

Measured parts such as sleeves and pant legs and pin-folded alteration lines.
Removed stitches from garments to be altered by using rippers or razor blades.
Altered clothing to fit individual club members and repaired defective garments.
Measured club members for size and recorded measurements for use in alterations.
Developed new garments based on established parameters or specific body measurements.

10/2011 to 05/2012

Club Member

High school of arts and business sewing club — Corona, NY

Sewed garments by hand using needles and thread, delivering exquisite embroidery and needlework.

Repaired or replaced pockets, zippers, snaps, buttons and lining with sewing machines and hand stitching.

Assessed sewing equipment, performing minor repairs to keep machines fully operational.

Procured variety of fabrics by researching suppliers and identifying new manufacturers.

Selected size and color threads to draw threads through machine guides and bobbins.

10/2006 to 05/2010

Club Member

Louis Armstrong middle school arts program — Queens, NY

Participated in art exhibitions

participated in drawing and creating art

EDUCATION

09/2018 - current

Bachelor of Arts: Fashion Design

Fashion Institute of Technology — New York, NY

06/2014

High School Diploma

High School For Arts And Business — Corona, NY

06/2010

Louis Arm Strong Middle School — Queens, NY

06/2005

Public School 153 — Queens, NY

AWARDS and Scholarships

\$500 Art scholarship

Visual arts scholarship

Freshman arts scholarship

Build-a-prom scholarship

World studio scholarship

Deca scholarship