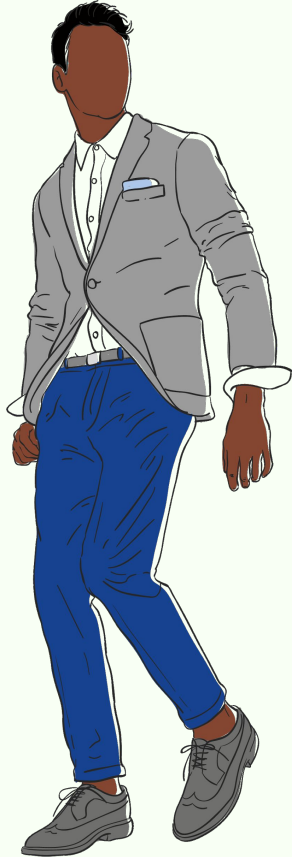


*SMCFASHION*



# *RESUME*

*Career Services Center Workshop*



*What do I need to  
create a resume?*

*SMCFASHION*

*A Job Description & Class Projects*

*When do I need  
a resume?*

## Job and Internship Timeline

The majority of internships are available in the summer. Very few internships exist in other semesters.

**Please have your resume and at least 3 portfolio pieces fleshed out by the application deadlines.**

Internship Semester	Application Deadline
Summer	October, November
Summer	March, April

Internships are a great way to apply classroom knowledge to real world problems. In addition, participating in an internship expands your network, can lead to permanent employment, and is good to have on your resume.

For information on how to receive course credit for an internship visit [www.smc.edu/internship](http://www.smc.edu/internship)

To apply for an internship you must have a resume (and for fashion designers & stylists you should have a portfolio).

*Where can I find a  
job description?*

- **[www.linkedin.com](http://www.linkedin.com)**  
LinkedIn is a social networking website and job posting site designed for professionals in all industries.
- **[www.glassdoor.com](http://www.glassdoor.com)**  
Search millions of jobs and get the inside scoop on companies with employee reviews, personalized salary tools, and more.
- **[www.indeed.com](http://www.indeed.com)**  
The #1 job site worldwide! Excellent resource for current positions. Search for internships, occupational research, and companies.

Set up daily alerts for multiple titles such as: fashion designer, wardrobe stylist, merchandiser, buyer, marketing, show producer, retailer, fashion journalist/editor, public relations, showroom rep and publicist, visual merchandising manager, fashion blogger, content developer.

- **StyleCareers.com**

The largest, fashion-only job listing site on the Internet. Our mission is to connect fashion industry job seekers with the companies that can benefit from their talent.

- **<https://staffmeup.com/>**

Staff Me Up is your #1 source for production jobs in Los Angeles, New York and nationwide, including wardrobe stylists for film.

- **[www.smc.edu/hiresmc](http://www.smc.edu/hiresmc)**

Hire SMC is a free searchable employer database, like Indeed.com or LinkedIn, but it is just for employers seeking to work with Santa Monica College students. The following opportunities can be found on this website: Off-campus jobs, Internships & On-campus jobs.

To access [www.smc.edu/hiresmc](http://www.smc.edu/hiresmc):

- Click on “Student” and register.
- Your User ID is your SMC email address. You must include your full SMC email address (including @student.smc.edu). You will need to create a password.



*What if I want to  
work for myself?*

- **Indie Source:** <https://indiesource.com/starting-a-clothing-line/>  
Is a a multi million dollar operation which has developed, manufactured & launched over 300 fashion brands to date.
- **LA Business Portal:** [Business.lacity.org](https://business.lacity.org)  
The LA Business Portal provides you with all of the information you need to plan, start, manage, and grow your business. Try our Start Up Guide to quickly map out how to register your new business and be compliant. Explore a rich library of content and resources to help you manage and grow your business.

*I have a job  
description  
now what?*

## **1. Do you have the skills?**

Identify the skills employers are looking for candidates to have to do this job.

Make sure you list all of the skills you have that they are looking for on your resume in a skills section.

i.e., Adobe Illustrator, Trend Researching

If you don't have the skills look for resources to obtain the required skills.

## **2. Prove it:**

Tell a story about a class project in which you applied the skills they are looking for, using the appropriate industry terminology.

## **3. Show it:**

Outline those experiences on your resume in a clean, clear and fluid way (and then show the work in your portfolio).

*What counts as  
Experience?*

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- **Class Projects**
- **Work Experience**
  - Full time, part-time or freelance
- **Volunteer Experience**
  - [www.volunteermatch.org](http://www.volunteermatch.org)
- **Internships**
  - [www.smc.edu/internship](http://www.smc.edu/internship)
- **Leadership roles in clubs**
- **Organization memberships**
- **Freelance work, hobbies and interests**

# *Resume General Guidelines*

- Do not include every job you have ever had.
- Limit your resume to one page.
- Review your resume for spelling, punctuation, and grammatical errors.
- List your relevant experience reverse chronologically, starting with the most recent experience.
- When you submit your resume to employers send it in PDF format.
- Do not: include pictures, weight/height, or other personal information.



*Sample Job  
Description*

## **Fashion Designer Naked Wardrobe**

Naked Wardrobe is a fast paced affordable luxury brand in search of a Fashion Designer to create fashion forward products that meet the needs of our company and design collections. You will be working directly with our design team throughout the pipeline from conceptualization to the final product.

### **Key Responsibilities:**

- Research the up-to-date of the industry to create high quality trends and styles
- Create innovative designs, new themes, and stay ahead of the seasonal trends
- Responsible for sketching designs and creating flats/tech packs
- Create inspiration boards and style concepts
- Attend fittings when needed
- Additional duties as assigned

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## **Qualifications:**

- 5+ years fashion design experience in women's apparel industry
- Previous fashion design for a reputable brand is a plus
- Degree in Apparel or Fashion
- Must have pattern knowledge
- MAC efficient and Adobe Illustrator savvy
- Strong organizational skills
- High degree of communication, accuracy, and incredible attention to detail
- Must reside in the Los Angeles area
- ONLY applicants providing a link to their portfolio will be considered

## **ASSISTANT DESIGNER - JOYRICH INC.**

### Responsibilities:

- Trend researching
- Assisting creating line sheets
- Assisting creating seasonal concept board
- Assisting sketching flats in Illustrator
- Filling CADS with print and color
- Sample organization
- Fabric swatch organization

### Qualifications:

- Recent graduates with 1 or 2 years of industry experience
- Passion for fashion, retail, and process improvement
- Engaging personality with exceptional communication and presentation skills
- Strong organization skills
- Ability to work as a team member
- Ability to think outside the box
- Basic skills in Microsoft office (Word, Excel, PowerPoint, Outlook), InDesign, & Photoshop
- Intermediate experience in Illustrator

*Academic  
Experience*

**At this early stage of your career, you should including classroom projects.**

**In two or three sentences describe your project:**

Sentence 1: what was the project/assignment (people need context)

Sentence 2: what did you create and what process and tools did you use to create it

**In your portfolio you will be able to expand upon the project.**

*Sample  
Resumes*

## Resume Sections

### ● Contact Information

- Bold Name
- Professional Email
- Phone Number  
(professional voicemail)
- City, State  
(do not include a street address or zip code)
- Portfolio Link

### ● Skills

### ● Education

## First Last Name

Los Angeles, CA | 310.555.1212 | [firstname.lastname@gmail.com](mailto:firstname.lastname@gmail.com) | portfolio: firstlastname

### SKILLS

- Experienced working with costumes in theatre productions.
- Able to cut from patterns and markers.
- Proficiency with straight and overlock stitching
- Practiced in performing repairs and alterations.
- Experienced working with a variety of fabrics.
- Languages English / Japanese

### EDUCATION

**Santa Monica College**, Santa Monica, CA | 2016

Major: Technical Theatre Arts | Minor: Fashion Design

GPA: 3.8

### EXPERIENCE

**Technical Theatre Production Student, Stagecraft Student, Santa Monica College**, Santa Monica, CA June 2016 – Present

- Hand and machine sewed braids, tassels, and fringe on “Magic Carpets” costume and “Lago’s” satin vest, for “Disney’s Aladdin Jr” play.
- Straight stitched hem of brocade dress for Laura Keene, used plastic bone tape to make corset, and altered jackets and pants to fit performers in “Emancipation” play.
- Measured, pinned, cut four sculptured upholstery robes from a pattern, pinned pieces together, sewed on industrial sewing machine with overlock stitch, and decorated with straps of cloth for “QUARTET – What Where” play by Samuel Beckett.
- Made Director’s fox fur coat sleeves for “QUARTET - Catastrophe” play.
- Measured and cut taffeta fabric to make the collar of Ruth’s dress, hand sewed lace applique to knee-length outer coat (Justacorps coat), and straight stitched brocade paned slop for Ghost costume in “Blithe Spirit” play
- Sew buttons and snaps for all plays.
- Designed full costumes for three characters in “Downton Abbey”.

**Pattern Analysis and Design Student, Draping Student at Santa Monica College**, Santa Monica, CA June 2016 – Present

- Made a sailor suit pattern, cut iridescent fabric, sewed on industrial sewing machine with overlock stitch, put in a zipper, and used machine buttonholes.
- Made a long sleeve flannelette shirt.
- Draped a one shoulder fishtail lame dress, measured with tape for length of skirt based on a torso, and sewed on industrial sewing machines.

**Assistant Costumer of TV Programs, Tokyo Costume**, Tokyo, Japan  
2015

March 2015 – July

- Assistant Costumer of TV Programs: “2030 Families in the Future” and “I Want to Eat Champon”
- Managed requests and costume modifications from director and cast.
- Assisted stylist with wardrobe for each characters role.
- Researched materials to design specialty costumes.
- Performed fitting sessions to design costumes for each cast members.
- Repair costume malfunctions during and after the show.

**Volunteer, Fitter & VIP room service, Los Angeles Fashion Week**, Hollywood, California

October 2015

- Fitted models before performing in runway shows and made clothing alterations as needed.
- Prepare items before show to increase smooth model transitions during scenes
- Clean the fitting rooms after the shows



## Experience

- Reverse Chronological
- 10 years <
- 3 – 5 bullet points
- Action Verbs:
- Accomplishments
- Relevant skills
- Results
- Dates

## First Last Name

Los Angeles, CA | 310.555.1212 | [firstname.lastname@gmail.com](mailto:firstname.lastname@gmail.com) | portfolio: firstlastname

### SKILLS

- Experienced creating custom design couture clothing.
- Proficient creating patterns, cutting and sewing.
- Skilled at maintaining a stocked and orderly clothing workshop.
- Practiced in performing repairs and alterations.
- Languages English / Farsi
- Adept at researching fabrics and negotiating bulk purchase pricing.

### EXPERIENCE

**Fashion Designer / Merchandiser, Valamoj Couture**, Los Angeles, CA 2006 - Present

- Create compelling window displays for Roya Couture Boutique in Westwood, CA to display Valamoj Couture and increase custom order sales.
- Ensure Valamoj Couture clothing is prominently merchandised in the store.
- Take client custom orders, research fabric suppliers and negotiate bulk order rates.
- Ensure proper inventory and organization of fabric, thread, supplies and accessories to complete custom jobs.
- Dress clients for fittings and for special events.
- Research and hired models for the fashion show, create schedule of events in collaboration with CPC Productions team.
- Research fabrications, design patterns, hire models and coordinate with photographers for underwater fashion photoshoots.

**Owner / Clothing Designer, Valamoj Couture**, Los Angeles, CA 2006 - Present

- Work with various clients to design custom-made couture evening gowns.
- Create dress patterns and both hand and machine sew garments in a variety of fabrics such as silk, chiffon, and lace.
- Maintain cleanly workshop to create custom designs, tailoring and alterations.
- Take client custom orders, research fabric suppliers and negotiate bulk order rates
- Ensure proper inventory and organization of fabric, thread, supplies and accessories to complete custom jobs.
- Dress clients for fittings and for special events.
- Created a summer 2013 fashion collection for the "We Care Potpourri Night" hosted by CPC Productions
- Research and hired models for the fashion show, create schedule of events in collaboration with CPC Productions team.
- Research fabrications, design patterns, hire models and coordinate with photographers for underwater fashion photoshoots.

**Production Coordinator & Buyer, HOSS Couture**, Los Angeles 2009-Present

- Manage production of clothing
- Assist with the set up and order processing of wholesale leather jackets at the "Magic Show" tradeshow in Las Vegas.
- Hire models and photographer and plan photoshoot to create marketing collateral such as a look book, a catalog, flyers, and social media marketing advertisements.

### EDUCATION

**Santa Monica College**, Santa Monica, CA  
Associate of Arts in Fashion Design  
Associate of Arts in Fashion Merchandising

# *Action Verbs*

Action Verbs						
accelerated	clarified	designed	forecasted	listened	printed	selected
accomplished	cleared	detected	formed	maintained	produced	served
achieved	coded	determined	formulated	managed	protected	shaped
acquired	collaborated	developed	fostered	marketed	provided	shared
activated	compared	devised	founded	mastered	publicized	showed
adapted	compiled	directed	functioned	measured	questioned	simplified
adjusted	completed	distributed	generated	mediated	raised	solicited
administered	composed	drafted	governed	modeled	recommended	solved
advised	computed	edited	grouped	modified	recorded	specified
allocated	conducted	educated	guided	molded	recruited	spoke
analyzed	consolidated	effected	helped	monitored	reduced	stimulated
annotated	constructed	elicited	identified	motivated	rendered	structured
anticipated	contacted	encouraged	illustrated	named	repaired	studied
applied	continued	established	immunized	negotiated	reported	supervised
appraised	contracted	evaluated	implemented	observed	represented	supported
arranged	convened	examined	improved	obtained	reproduced	synthesized
articulated	conveyed	executed	increased	operated	researched	targeted
assembled	coordinated	exhibited	informed	ordered	resolved	taught
assessed	corresponded	expanded	initiated	organized	responded	tested
assigned	counseled	expedited	instituted	outlined	restored	trained
authored	created	experienced	instructed	oversaw	retained	translated
balanced	critiqued	experimented	interpreted	perceived	retrieved	tutored
briefed	decided	explained	interviewed	performed	reviewed	updated
budgeted	defined	explored	introduced	persuaded	revised	utilized
built	delegated	facilitated	invented	planned	rewrote	verified
catalogued	delivered	figured	investigated	planted	routed	wrote
categorized	demonstrated	financed	judged	presented	scheduled	
chaired	derived	focused	led	presided	searched	

*Resume Format  
& Tracking*

## **Electronic Resumes:**

- Please size the PDF at 8.5 x 11 (under 1 megabyte) and ensure all links are clickable.
- Links created in InDesign often do not remain clickable.
- It is recommended to create the hyperlinks on the PDF resume directly using Adobe Acrobat.

## **Got a call from an employer?**

They are interested in learning more about you & your experiences.

## **Keep track of:**

- Job descriptions
- Which companies you are applying to
- Which version of your resume you sent

## **Multiple Resumes:**

A different resume tailored to each position

Trello.com is a free online dashboard:

- Keep track of your job search
- Store copies of resumes submitted for each job

*Support @ SMC*

## **Classroom Support**

### **FASHN 21: Digital Fashion Portfolio**

This advanced course addresses the skills necessary to produce a well-organized and thoroughly planned portfolio, both virtual and printed, to be presented on job interviews. Students will be expected to have completed a body of work, prior to taking this course, from which to build a portfolio.

## **Career Services**

**Phone:** 310.434.4337

**Email:** [careerservices@smc.edu](mailto:careerservices@smc.edu)

**Webpage:** <http://smc.edu/careercenter>

**Instagram:** <https://www.instagram.com/smccareercenter/>

**YouTube channel:** [https://www.youtube.com/channel/UChad0JT9Mzqip03jTmL8\\_zg/playlists?view\\_as=subscriber](https://www.youtube.com/channel/UChad0JT9Mzqip03jTmL8_zg/playlists?view_as=subscriber)

## **Academic Counseling**

For information on the program, assistance creating your educational plan, or exploring transfer preparation visit the SMC Counseling Center:

<http://smc.edu/student-support/academic-support/counseling/contact.php>

There are different counselors and programs available to serve all needs. Once on the web page, you can make an appointment or see a counselor on a drop-in basis by clicking on:

- The General Counseling & Transfer Services link or
- The link to any special programs that you are a member of.

*Thank you.*