

Jordan Brooks

Designer/Stylist

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SUMMARY

Extremely creative and well-developed Fashion Design professional with experience in orchestrating every aspect of menswear and womenswear clothing design while demonstrating attuned attention to detail and inventive qualities.

EDUCATION

Savannah College of Art and Design, BFA, Fashion Design

EXPERIENCE

Whole Foods Market

January 2022-March 2023 Charlotte, NC

Produce Associate Team Leader

- ✦ Develop and maintain creative store layout and product merchandising. Work with team to achieve sales, purchasing, and labor targets. Lead in analysis of sales, reports and labor. Demonstrate advanced product knowledge while setting and achieving highest standards of retail execution. Maintain good vendor relationships and develop new vendor relations, ensuring all paperwork is properly submitted for vendor processing. Function as point person in charge of department. Fosters and encourages a positive environment of outstanding teamwork, mutual respect, and exceptional morale. Maintain awareness of customer flow and needs and directs team members as necessary to satisfy and delight customers; responds promptly to customer needs and questions. Select, train, develop, mentor, motivate, and counsel team members in a manner that sustains a high-performance team and minimizes turnover. In charge of scheduling team members weeks in advance to best serve the needs of the business. Provide timely, thorough, and thoughtful performance evaluations. Consistently communicates and models Whole Foods Market's visions and goals.

Mother Couch

September 2022-December 2022 Charlotte, NC

Costumer

- ✦ Supervise wardrobe staff to make sure costumes are worn according to design, and that pieces purchased meet the costume designer's vision. Ensure all repairs are made professionally and costumes kept in top condition. Maintains continuity throughout production and creates a look book of all costume decisions and changes made to designs.

Please Don't Destroy

May 2022-September 2022 Charlotte, NC

Costumer

- ⤴ Supervise wardrobe staff to make sure costumes are worn according to design, and that pieces purchased meet the costume designer's vision. Ensure all repairs are made professionally and costumes kept in top condition. Maintains continuity throughout production and creates a look book of all costume decisions and changes made to designs.

Florida Man

September 2021-December 2021 Wilmington, NC

Costumer

- ⤴ Supervise wardrobe staff to make sure costumes are worn according to design, and that pieces purchased meet the costume designer's vision. Ensure all repairs are made professionally and costumes kept in top condition. Maintains continuity throughout production and creates a look book of all costume decisions and changes made to designs.

Are You There God? It's Me Margaret

May 2021-July 2021 Charlotte, NC

Costumer

- ⤴ Work closely with the costume designer, and assist with preparing everything related to the actors clothing, costumes and wardrobe. Assist in maintaining and styling for all the wardrobes worn by the various actors. Help organize, disperse and account for all the costumes used on set. Maintain continuity within wardrobes worn by actors between shoots and look for any errors or imperfections with costumes on set.

Revel Salon and Color Studios

December 2019-November 2021 Fort Mill, SC

Salon Manager

- ⤴ Provide an elevated customer experience to clientele. Ensure customer's satisfaction by communicating and resolving any customer complaints. Developed superior customer relationships and ability to problem solve in a reasonable matter Answer phones, book appointments, maintain accounts and client records. Assist in management of business operations by maintaining records and files, preparing cost and inventory reports, and ordering supplies. In charge of opening/closing shop and register while managing all employee's daily activities. Manage salon inventory and ordering of salon products while conducting retail and back bar inventories weekly. Maintain a clean, sanitized, and well-organized work environment.

Van Michael Salon

October 2017-November 2019 Atlanta, GA

New Talents Director

- ⤴ Major duties include oversight of facility operations, ensuring that customers are satisfied, managing employees' schedules and performance, as well as working to make sure the salon is profitable. Empowering employees to meet certain benchmark goals to positively impact their development and growth in five salon locations. Responsibilities also required me to ensure continuing education is met and implemented to make sure salon is current with the latest trends and techniques.

Gap

January 2016-October 2017 Atlanta, GA

General Manager-Merchandising

- ⤴ Support the Senior General Manager/General Manager with the business strategy, customer engagement, operations, people management and merchandising the store. Oversee the implementation of all visual presentation and ensures the Visual Presentation Assessment meets company standards. Maintains brand integrity in all areas of

visual display. Maps and plans merchandise flow for new product placement and in-season management. Generates and analyzes Field Merchandise Reports and makes necessary product placement/adjustments based on selling and Field Merchandise Reports. Manage efficient and effective handling of all merchandise from shipment receipt, processing, merchandise floor-sets and replenishment systems.

Urban Outfitter

April 2014-January 2016 Atlanta, GA

Store Merchandising Manager

- ^ Manage day to day interdepartmental activities and oversee operations to ensure increased sales and loss prevention within departments. Respond to local and national trends to maximize on business through impactful and effective merchandising. Plan and execute seasonal floor-sets and assume responsibility for product placement. Foster a positive work environment that inspires creativity and employee development.

Urban Outfitters

July 2012-April 2014 Atlanta, GA

Merchandising Team Lead

- ^ Take responsibility for department activities coinciding with the Store Merchandising Manager. Employ leadership and communications skills with an understanding of the Urban Outfitters culture and its appeal to the local area marketplace. Uphold Peers Teaching Peers philosophy and model the way by inspiring, motivating and encouraging teamwork. Exhibit product knowledge and use tools learned from the company to react to current trends and positively drive business. Assist in styling all forms and store merchandising, display projects and uphold merchandising standards.

Showcase School of Photography

April 2012-April 2014 Atlanta, GA

Admissions Supervisor/Administrative Assistant

- ^ Assist with all aspects of administrative management, directory maintenance and logistics. Answer calls and take messages. Scheduling and coordinating meetings, interviews and events. Update and supervise social media outlets. Schedule appointments and register students for classes. Create and manage important documents and files. Answer emails in a timely and efficient manner.