

Paramjit Kaur

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Paramjitk.weebly.com

OBJECTIVE: To pursue challenging opportunities and continue to build a strong foundation of excellence and reliability for the benefit of the company

EDUCATION

☐ **Art Institute of Philadelphia**, Philadelphia, PA
Bachelor of Science, Fashion Design

September 2013

SKILLS

- ☐ Advanced TradeStone/ PLM Software/ New Generation Computing/ File Zila Client (FTP)
 - ☐ Advanced Microsoft Office-Excel, Photoshop, Illustrator
 - ☐ Beginner level Generation Digital, Ned Graphics, and Gerber
 - ☐ Self-motivated and confident in making independent decisions
 - ☐ Advanced Sewing, Knitting, Advanced Patternmaking, Draping
 - ☐ Keen insight and can handle multiple tasks and projects successfully with attention to detail
- Trilingual:* Hindi, Punjabi, and English

PROFESSIONAL EXPERIENCE

VCNY-Textiles from Europe, Edison NJ

May 2015-October 2015

Assistant Designer-Home

- ☐ Assistant/Design assistant to VP of Design
- ☐ PLM Administrator
- ☐ Assisted in Window, Bedding and Juvy Design
- ☐ Created daily pattern/repeat designs
- ☐ Communicated with overseas Vendors
- ☐ Managed Artwork Invoices/Files
- ☐ Assisted in training new employees
- ☐ Assisted in executing Market 2015 styles
- ☐ Worked daily with Merchants, Production, Sales, and Cad teams
- ☐ Created Mappings, Spec Sheets, Color Callout pages for Production

Urban Outfitters Inc. Philadelphia PA

June 2014 – February 2015

Temporary Production Assistant

- ☐ Assisted with Urban Outfitters, Men's and Women's, Active wear line-Without Walls
- ☐ Men's Knits and Fabric R&D Assistant
- ☐ Worked daily with Buying, Technical and Design teams
- ☐ Communicated with overseas vendors and agents on a daily basis
- ☐ Attended Weekly Design Flow and Fit Meetings
- ☐ Managed monthly Invoices
- ☐ Managed daily packages
- ☐ Assisted With Mill Week
- ☐ Assisted with Product Development in Men's Knits and Without Walls

Exxon Mobil Manahawkin, NJ

December 2009 – September 2012

Sales Associate

- ☐ Performed knowledge transfer and training for incoming team members
- ☐ Managed employee schedule, restock inventory, ordering all store products, and employee and customer safety.
- ☐ Provided exceptional customer service
- ☐ Developed sales reports weekly
- ☐ Performed daily balances for cash register

INTERNSHIPS

Kenneth Cole New York, NY

January 2014 – May 2014

Men's Apparel Design (Internship)

- ☐ Assisted the woven's, knits, denim, outerwear, tech designers and the merchandising team
- ☐ Designed seasonal color cards throughout different departments
- ☐ Worked closely with Designers on fabric swatch cards, boards, and fabric color standards
- ☐ Worked with design programs such as Photoshop and Illustrator
- ☐ Created CAD design boards and assisted in editing tech packs
- ☐ Participated in vendor, design, fit and production meetings

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Anna Sui New York, NY

March 2013 - June 2013

Women's Apparel Design (Internship)

- Aided the Senior Assistant with daily tasks
- Researched design structures for upcoming products
- Worked closely with Designers on Specification Sheets and Patterns
- Restocked and organized fabrication material for the upcoming seasons
- Worked with design programs such as Photoshop and Illustrator
- Took incoming and outgoing calls
- Photographed samples, cut patterns, hand stitched garments, ran errands, photocopied and faxed important documents

Ariela – Alpha Inc. LLC New York, NY

October 2012 – December 2012

Technical Design (Internship)

- Chronologically organized sample folders containing Specification Sheets and sample garments
- Learned how to measure and create samples
- Created an inventory spreadsheet for incoming interns to use
- Assisted employees with inventory in Sample Room
- Participated in monthly meetings about current products