

# Madelynn Archer

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## Key Skills:

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- All aspects of garment construction from patternmaking to sewing
- Hand sewing, embroidery, industrial sewing machines
- Fashion illustration, digital flats, and hand sketching
- Time management, organization, and multi-tasking
- Communication and research

## Employment History:

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**Dialogues des Carmelites** College Park, MD April 2018  
Wardrobe Supervisor

- Assisted cast with quick changes
- Organized, laundered, and maintained costumes daily
- Monitored costumes during shows and made note of needed repairs

**MGM National Harbor Commercial Shoot** Oxon Hill, MD March 2018  
Wardrobe PA

- Monitored costumes during filming to ensure continuity
- Organized excess clothing and receipts for returns

**Broadway's Amazing Grace: The Musical** Washington, DC November 2017-January 2018  
Wardrobe Mistress

- Created costume bible; including run sheets for stage left/right changes, quick change lists, etc
- Organized, maintained, and repaired costumes daily
- Led team of six and provided guidance to inexperienced team members
- Maintained Costume Coordinator's and Director's vision
- Assisted at fittings and with wardrobe preparation

**Noblesse Oblige** Crownsville, MD September 2017- October 2017  
Cutter and First Hand

- Cut garments with perfect symmetry and best use of fabric
- Press and steam garments during production and after completion
- Bead, grommet, and bone garments as needed
- Stitch and serge stretch velvet garments
- Work with brocade, velvet, silk, and taffeta on a daily basis

**Fray Arden Commercial Shoot** Baltimore, MD October 2017  
Wardrobe

- Sourced, altered, and created 2-3 outfits for four characters
- Organized and maintained costumes during daily filming
- Assisted cast with costume changes

**T3 Apparel Consulting** New York, NY June 2016 - present  
Consultant

- Shopped the market for fabrics, trims, and trends; place and track orders
- Participated in fittings; ensure changes are made in a timely manner
- Assisted in design selection process
- Acted as liaison between designers and sample production facilities; ensure production is tracked

- Organized information for pricing; develop line sheets
- Composed vendor-specific sales communications for buyers in various markets

**Asher Levine Studios** New York, NY June 2016-July 2017  
Part Time; Hired on Project Basis; Intern (June 2016)

- Created and altered designs to match the designer's vision
- Delegated and directed workload to seamstresses in the execution of various projects
- Handpicked to execute high-priority, time sensitive projects
- Collaborated on costume projects, fashion collections, and special projects
- Developed and placed custom appliques, trims, and beading

**PG5 by Paris Gordon** New York, NY March 2016-June 2016  
Freelance Assistant Designer

- Sourced fabrics and trims
- Oversaw sample management and tracked inventory
- Researched imagery for product design inspiration; created concept boards and illustrations
- Rendered flats in Adobe Illustrator; created and maintained tech packs
- Acted as liaison between designer and domestic factory; maintained deadlines

**LoveShackFancy** New York, NY October 2015-March 2016  
Freelance Operations & Shipping Coordinator, Production Assistant; Production Intern (October 2015)

- Assisted designer and production manager with fittings
- Acted as liaison between logistics back office and customers
- Monitored incoming and outgoing merchandise

**The Night Watchmen** Annapolis, MD January 2015-March 2015  
Assistant Costumer; On-Set Seamstress

- Sourced, altered, and fit garments for main cast and extras
- Monitored costumes during filming to ensure continuity and made note of needed repairs
- Performed on-the-fly alterations to maintain director's vision within strict deadlines
- Maintained and organized costumes during and after daily filming
- Assisted main cast with costume changes

**Edie Kaye** Cary, NC May 2013-August 2013  
Summer Intern

- Assisted in designing and altering gowns for clients
- Created and maintained online presence
- Assisted with sourcing fabrics and trims
- Organized inventory

### **Relevant Volunteer Experience:**

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<b>Fashion SPARK Runway Show</b>	2014
<b>"From All Catwalks of Life" Runway Show</b>	2013
<b>"Fashion at All Sizes" Runway Show</b>	2011

### **Education:**

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**Meredith College** August 2010-May 2014  
B.S. Fashion Design & Merchandising with Honors