


Bunmi Rufai

Administrator

 London, UK

 Bunmi is **Available to work**

[Portfolio link](#)

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Work Preference

Location: Not looking to relocate

Pattern: Open to Full time or Part time work

Employment: Hourly Consulting, Permanent Positions

Skills

• Experienced in flat pattern making and...

Knowledge of Adobe Photoshop, Illustra...

An excellent eye for detail, shape, and...

• Great Listening skills and understanding...

• Target Driven, keeping the company's...

• Willingness to learn new things and ex...

Languages

English (Fluent)

About

A self-motivated, enthusiastic, highly creative, and driven individual with experience as a women's wear designer and pattern cutter. I own a double Bachelor's degree in Computer Science and Fashion Pattern Cutting and a Master's Degree in Information Systems Management. I am an analytical, innovative, and creative performer who achieves adequate results while satisfying external and internal clients with attention to quality and efficiency. My passion for creativity drives me to look for opportunities that will enable me to further develop my skills and be part of a dynamic team with robust opportunities for personal development and contribute to the organization's success.

BRANDS WORKED WITH

Amar London

Sixth Sense Collections

Tropics Global College

Experience

● Lead designer / Pattern cutter

Sixth Sense Collections | Apr 2021 - Feb 2023

Creating new designs that will appeal to the target market.

- General studio work Coordination
- Bringing creative ideas to life through fabric manipulation and garment construction
- Pattern-making process, technical and artistic skills.
- Creating garment patterns based on sketches, images and maquettes using drape-based and flat creative pattern cutting techniques.
- Developing accurate toiles to test the fit and construction of the patterns.
- Creating detailed pattern specification sheets to ensure consistency in production.
- Working closely with the design team, sample machinists and atelier coordinator to ensure that patterns meet design specifications and feasible to produce.

● Studio Coordinator

Amar London | Aug 2020 - Jan 2021

production process, and works closely with various teams to deliver high-quality samples and products.

- Studio work coordination responsible for managing the sampling process from initial seasonal development to the final samples of the collection.
- Studio Organization: Organizing fittings, assisting pattern cutters with pattern organization, overseeing sampling, buying and stocking studio supplies such as fabrics and trimmings, researching suppliers, and managing the purchase, maintenance, and repair of machines.
- Monitoring the transmission of the sample collection to production companies, organizing sample and pattern shipment to production companies, and ensuring appropriate completion of patterns and samples.
- Coordinating the sample production for the collection, liaising with the design team, pattern cutters, and sample machinists to ensure the feasibility of the collection and monitoring the development and changes of the collection during the season following the seasonal calendar, and overseeing the realization of showpieces/styles for special collaborations during show time.



● Lead Administrator

Tropics Global College | Feb 2016 - Apr 2019

rooms and conference facilities.

- Managing the college's administration and general daily chores, including receiving and managing calls and providing secretariat jobs using word processing skills.
- Arranging and providing hospitality to students and visitors to the school.
- Drafting formal letters (enrolment letters, reference letters) using Mi-

crosoft Word.

- Supporting the Director of Studies in managing schedules and deadlines.
- Managing students' accounts by providing adequate information for informed decisions and issuing notices.
- Developing a streamlined process for negotiating with Funders/Awarding bodies.
- Provide support for governance and non-governance meeting by minute-taking, raising actions, room booking, and setting calendar invites.
- Dealing with absences, arranging cover, and initiating support required from other stakeholders within the program.
- Collecting and analysing student data against KPIs.
- Coordinate the production of presentation slides for use in governance meetings.
- Liaise directly with the assessors and tutors to provide admin support. Style Inspirations Fashion Sales Representative/ Personal shopper 07/2010-03/2012
- Managing the administration and general daily activities.
- Working directly with the operations manager liaising with various stakeholders on various enquiries.
- Assisting customers while shopping and advising them on what to buy.
- Scouting for new fashion trends.
- Ensuring customers are happy with their purchase by assisting in a friendly and polite manner.
- Dealing with absences, arranging cover, and initiating support required from other contract stakeholders.

Education & Training

- **University of Greenwich**

Msc Information system management, MSc Information System management

- **London College of fashion**

Bachelor of Art, Fashion pattern cutting