



Tabitha Grainge

Studio Manager

📍 London, UK

✓ Tabitha's availability **should be discussed**

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Links

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Work Preference

Location: Open to relocate

Pattern: Open to Full-time work

Employment: Permanent Positions

Skills

Management (Advanced)

Organizational Leadership (Advanced)

French (Advanced)

Efficient (Advanced)

Inventory (Advanced)

Design (Advanced)

Print Design (Advanced)

Screen Printing (Advanced)

Sewing (Intermediate)

Painting (Advanced)

Illustration (Advanced)

Textiles (Advanced)

Hand Knitting (Beginner)

Textile Design (Advanced)

Mood Boards (Advanced)

About

I am a textiles design graduate with experience working within design teams for both high street and designer brands. My work has been exhibited at both Premier Vision Paris and the London Textiles fair (2018 & 2020). I can confidently use both Photoshop and Illustrator. I am also proficient in many hand processes such as screen printing, machine and hand sewing, and fabric dyeing. I am an extremely organised, diligent and motivated individual, with excellent time-management skills and I thrive in fast paced environments. I am looking for a role where I can learn to facilitate and innovate within a creative environment.

BRANDS WORKED WITH

APL Media/National Geographic Traveller

INTERN House of Gharats

INTERN River Island

Mark Fast & Bora Aksu

Styled by Zadrian + Sarah

Experience

● FREELANCE STUDIO MANAGER

Styled by Zadrian + Sarah | Nov 2022 - Now

Manage and organise the day-to-day running of the studio. Maintain Studio inventory, manage staff, diary and schedule management for all senior staff. Assist with budgetting and invoicing. Assisting with strategy and logistics in regards to the growth of the business and provide solution based ideas to encourage the smooth running of the studio.

● EDITORIAL ASSISTANT

APL Media/National Geographic Traveller | Jun 2021 - Nov 2022

Provided administrative and organisational support to the editorial department. Managed schedules and various email inboxes. Worked across departments to ensure all deadlines were met. Managed the company social media platforms and created content.

● STUDIO ASSISTANT

Mark Fast & Bora Aksu | Feb 2021 - Jun 2021

Assisted with day to day studio admin and organisation. Recoloured prints and sourced developmental design research. Supported the delivery and execution of events including London Fashion Week Events, ongoing model castings and daily team meetings by managing the budget, researching appropriate locations and complex logistics for duration of the activities from start to finish. Produced data-driven documents focusing on relevant topics within the industry.

● DESIGN

INTERN House of Gharats | Dec 2020 - Mar 2021

Assisted with various production tasks, including liaising with suppliers and organising meetings. Product research, finding manufacturers. Designed artwork for prints. Organised manufacturer information and kept track of production.

● INTERN River Island | Aug 2014 - Aug 2014

Denim/trouser department - Worked to a specific brief and trend forecast. Researched relevant trends. Learnt how to draw up garment specs and assisted in sample fittings. Accessories Buying department Compiled competition research files. Organised and digitalised product codes and specifications. Was able to assist in the launch of their make-up brand in summer 2018. Designed make up palette colour combinations. Print design department - Illustrated motifs for print. Composed repeat print designs on Photoshop. Recoloured archived designs. Collaborated with the mens-wear department.

Report Building (Intermediate)

Concept Development (Intermediate)

Research (Advanced)

Administration (Advanced)

Languages

French (Work Proficiency)

English (Native)