



Olivia Ijoyah

Fashion enthusiast looking for a role within the creative industry.

📍 London, UK

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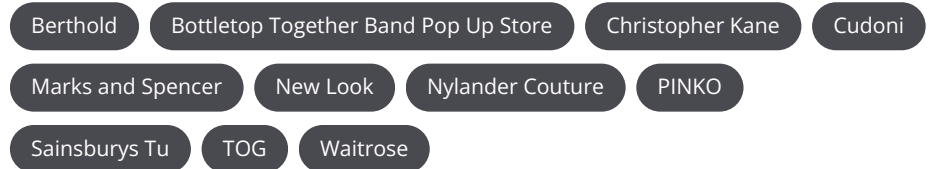
Languages

English (Fluent)

About

I am a reliable and determined Fashion Design graduate with strong interpersonal skills. I have experience in working in Retail, Fashion Design studios, Customer Service, Event Management and Administration. I have a drive for excellence, working hard to achieve goals and targets. I am an enthusiastic learner, with a positive can-do attitude, a great communicator both verbal/written, a team player who takes initiative and is accustomed to working in a fast-paced environment.

BRANDS WORKED WITH



Experience

● Junior Authenticator

Cudoni | Mar 2022 - Aug 2022

Assess a broad range of luxury products in the fashion space across every product category; describing, quality-checking and authenticating.

- Handle all product intake into internal inventory system.
- Receive and open inbound boxes, unpack and organise items.
- Create SKU codes and tag items with barcodes.
- Input key information into an inventory management tool in order to produce listings.
- Provide quality assurance on items before they get listed for sale.
- Enter item attribution data into internal processing system.



● Pattern Cutter

Nylander Couture | Dec 2021 - Feb 2022

Pattern Cutting: Independently drafted patterns using tech packs.

- Designed and drafted patterns for various clients.
- Sewing: Cut and sewed toiles together ready for fittings and worked on garments that involve hand sewing. Sewed together detail samples for achieves.
- Design: Designed details for new garments for various clients e.g. Intricate pockets and collars.
- Fittings: assisted team with fittings taking detailed notes on amendments.



● The Office Group | Member Host

TOG | Jun 2021 - Nov 2021

Customer Service: Meet and greet all guests and TOG members in a welcoming, genuine and professional manner.

- Form relationships with clients.
- Answer important calls and respond to internal and external member emails.
- Facilitate member requests in an open prompt and timely manner whether face to face, by email or on the telephone.
- Organisation and management: Signing guests in, arranging meeting room bookings and ensuring all rooms are perfectly presented for every booking.
- Carefully handling post, reporting any issues to the building manager and a range of other ad hoc requests.
- Operate through a CRM system.
- Client on-boarding; ensuring a smooth and seamless integration into the company.
- Preparing catering, tea and coffee for meeting rooms then present and serve the food and beverage in meeting rooms and event spaces.
- Book meeting rooms on behalf of internal members and ensure that member meeting requirements are documented to include everything they need,

•Ensure the visual standards in the buildings are kept to an exceptional standard.

● Sales Assistant

Bottletop Together Band Pop Up Store | Nov 2019 - Dec 2020

Customer Service: Sales assistant for the company's global campaign Together Band.

•Confidently juggled tasks across different areas of the company such as fashion, design music, and sustainability, whilst also attending to customers with exceptional customer service.



● | Pattern Room Intern

Christopher Kane | Feb 2018 - Jul 2018

Organisation and management: Supported studio team when needed by fulfilling various tasks, e.g. Organising studio space, picking up patterns from the graders, organising samples/patterns, and managing fabric room.

•Assisted the production team in sourcing fabric and trims from local suppliers.

•Pattern making and cutting: Accurately copied patterns, adjusting measurements when needed, ready to be placed and pinned onto fabric. Precisely cut-out patterns in fabric using print placement skills and fabric knowledge.

•Sewing: Completed multiple final garments to be sent to various celebrity clients and E-commerce shoots, e.g. Hand sewing crystals and other embellishments, hand sewing hems, and quality control.



● Design Studio Intern

Berthold | Sep 2017 - Feb 2018

Research: Conducted research into the luxury menswear market to identify trends and opportunities for A/W 18 collection. Researched the brand's new concept and specifications, documenting relevant images, colour palettes, fabrics (gathering samples), and silhouettes.

•Created and maintained comprehensive and exhaustive style sheets and mood-boards containing research.

•Teamwork and Creativity: Worked collaboratively with the design team to produce samples that were on brand and achieved the designer's vision.

•Adobe Creative Suite/CAD: Created detailed specification drawings for tech pack using Adobe Illustrator e.g. providing front and back view, proportions, trimmings, etc., for all AW18 Collection.

•Tech Packs: Created/maintained clear and detailed A/W 18 tech packs across multiple garment types ensuring comments, revisions/changes were captured and circulated amongst the team.

•Pattern making and cutting: Created and developed pattern pieces for new collections.

•Sewing: Constructed all toiles for the AW18 collection and constructed final production garments.

•Design: Designed initial garments from research gathered for the new collection and developed them further with the design team.

•Fitting: Assisted in fittings, taking detailed notes on amendments, and updating technical sketches.

•Fabric Sourcing: Sourced fabric suppliers using multiple resources both online and offline, e.g. local fabric suppliers and internal resources such as existing supplier relationships.

•Team Work and Organisation: Provided support to the studio team where and when needed e.g. organised samples and patterns, assisted in fittings, e-commerce shoots, and garment quality control.

● General Assistant

Sainsburys Tu | Jul 2015 - Nov 2016

also working at the checkouts.



● Sales Assistant

PINKO | Nov 2014 - Jan 2015

Customer Service: Helping customers, maintaining in-store stock and processing payments.



- **Customer Service Assistant**

Marks and Spencer | Jun 2014 - Sep 2014

Customer Service: Helping customers whilst mainly working at the checkout.



- **Customer Service Assistant**

Waitrose | Sep 2012 - May 2013

Customer Service: Helping customers, maintaining in-store stock and processing payments.



- **Sales Assistant**

New Look | Mar 2011 - Sep 2012

Customer Service: Helping customers, maintaining in-store stock and processing payments.

Education & Training

2015 - 2019 ● **University of East London**

BA, Fashion Design

2011 - 2013 ● **Kingston College**

Extended Diploma, Extended Diploma in Art and Design Fashion and Clothing

2007 - 2011 ● **Holy Cross School**

GCSE, Secondary School