INEZ DAWSON

DRESSING ROOM COORDINATOR

CONTACT

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Los Angeles, CA 90027

SKILLS

- Visual storytelling
- Detail oriented
- Organized/Problem Solving
- Communication

PROFESSIONAL SUMMARY

Detail-oriented professional with excellent communication, interpersonal, and creative thinking skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.

EXPERIENCE

May 2024 - Present

Dressing Room Coordinator

JJ Prodctions, Los Angeles , California

- Maintaining back of house hospitality expectations & backstage division-wide goals.
- Meet & Greet tours upon arrival to the venue and assign dressing rooms.
- Point of contact for all hospitality needs.
- Partnering with local backstage to ensure Artist rider requirements are met.
- Working with Production Managers & Catering Teams to help facilitate advances.
- Overseeing all dressing rooms and bus stock, including after-show meal coordination.
- Maintaining a clean, orderly dressing area at all times.
- Replenishing supplies as needed throughout the day.
- Handling difficult situations with tact and diplomacy while maintaining an appropriate level of professionalism.
- Managed high priority and confidential information.

July 2014 - May 2024

Visual Merchandiser/Stylist

H&M, New York, NY

- Maximized sales and visual impact through optimal arrangement of tables, fixtures and mannequins.
- Performed regular maintenance on store displays to maintain tidiness.
- Aligned visual displays with store guidelines and brand standards.
- Provided guidance on how best to showcase products through visual storytelling techniques.
- Performed daily maintenance tasks such as dusting shelves or replacing lightbulbs.
- Inspected materials used in display setups for defects or damage before use.
- Placed prices or descriptive signs on backdrops, fixtures, merchandise, or floor.
- Maintained props, products, and mannequins inspecting for imperfections, doing touch-ups, cleaning up after customers, and applying preservative coatings as necessary.
- Supervised and trained staff members on daily tasks, such as visual merchandising.

July 2013 - July 2014

Sales Support Team Leader

Saks Fifth Avenue, New York, NY

- Maintained merchandising standards on the floor in compliance with Visual standards
- Participated in floor moves; markdown; transfers; rtvs; as well as setting up events

October 2011 - July 2013

Visual Specialist

Joe Fresh, New York, NY

- Ensure that visual direction and brand appropriate merchandising will be executed to maximize sales
- Update/maintain mannequin styling through seasonal and shipment changes

April 2010 - October 2011

Floor Lead/Visual Merchandiser

Pier 1 Imports, New York, NY

- Assisted in merchandise shop set up, holiday installation, supervised floor moves
- Opening and Closing the store

December 2008 - April 2010

Floor Supervisor/Visual Merchandiser

Kenneth Cole Productions, New York, NY

- Assisted in implementation of Store Events
- Conceptualized and implemented window and in store displays
- Maintained standards of cleanliness and organization

August 2007 - December 2008

Assistant Manager

Skechers USA, Times Square, NY

- Created timely merchandise displays throughout the store
- Created weekly schedules
- Managed staff performance
- Trained new employees in product knowledge, customer service protocols, cash handling procedures, and safety regulations.

June 2002 - August 2007

Girls Coordinator/ Lead Cashier

Williams-Sonoma Inc., New York, NY

- Maintained and active role in the arrangement of floor sets and the overall visual upkeep of the store
- Assisted customer with personal shopping needs
- Created training tools for associate development

EDUCATION

December 2001

A.S. in Fashion Merchandising

Wood Tobe Couburn, NY

ADDITIONALPROFESSIONALACTIVITIES

Fashion Week El Paseo, Palm Desert, CA, 2014, Stylist and Dresser for Viktor Luna Runway Show, Stylist and Dresser for Viktor Luna Look Book. Barbara Berman Event Planning Productions, New York, NY, 2014, Dresser for Mercedes Benz Fashion Week, for the Bibhu Mohapatra Show at Lincoln Center., Dresser for Joie presentation at Center 548., Dresser for Zang Toi Show at Lincoln Center.Ralph Lauren Children's Wear, New York, NY, 09/01-10/01, Planned and presented the new line of merchandise for sale., Assisted the buying team with presentations for potential buyers., Maintained Floor sets during in-store visits.

REFERENCES

References available upon request