

T/P

TANYA PHAN

WWW.TANYAPHAN.COM



EDUCATION

BACHELOR OF DESIGN
MAJOR IN FASHION DESIGN
WHITEHOUSE INSTITUTE OF DESIGN,
SYDNEY
2009 – 2012

BACHELOR OF ARTS
THE UNIVERSITY OF NEW SOUTH
WALES, SYDNEY
2008 – 2009

HIGHER SCHOOL CERTIFICATE
CECIL HILLS HIGH SCHOOL, SYDNEY
2001 – 2007

RELEVANT SKILLS

- + ADOBE PHOTOSHOP CC/CS6 (PC & MAC)
- + ADOBE ILLUSTRATOR CC/CS6 (PC & MAC)
- + ADOBE INDESIGN CC/CS6 (PC & MAC)
- + MICROSOFT WORD
- + MICROSOFT EXCEL
- + MICROSOFT POWER POINT
- + MICROSOFT OUTLOOK
- + FINAL CUT PRO
- + SOCIAL MEDIA - BLOGGER, FACEBOOK, TWITTER, TUMBLR, YOUTUBE AND FLICKR

WORK EXPERIENCE

TEXTILE/GRAPHIC DESIGNER
PRETTY GIRL FASHION GROUP
ROCKMANS & TABLE 8
OCTOBER 2012 - JULY 2015

- + INDEPENDENTLY MANAGED AND CREATED MONTHLY STYLE GUIDE FOR DISTRIBUTION TO STORES NATIONWIDE
- + RECOLOURED AND REWORKED YARDAGE PRINTS/ PATTERNS, SET UP ARTWORK PACKS WITH ACCURATE INFORMATION FOR OUR CHINA FACTORIES
- + MANAGED AND MENTORED A TEAM OF TWO GRAPHICS ARTISTS
- + PRODUCT DEVELOPMENT (WOVENS/ KNITS)
- + DELIVERED ACCURATE GARMENT SKETCHES IN A TIMELY MANNER ACROSS MULTIPLE BRANDS, ENSURED SKETCHES WERE COLOURED ACCORDING TO MONTHLY COLOUR PALETTE/PRINTS
- + MAINTAINED AN ONLINE SKETCH/PRINT LIBRARY THAT WAS ACCESSIBLE TO THE ENTIRE BUYING AND PRODUCTION TEAM
- + CREATION OF MONTHLY PRODUCT BOOKS FOR PRESENTATION TO THE BOARD
- + TREND FORECASTING AND RESEARCH
- + ENSURED COLOUR BOARDS, MOOD BOARDS AND STORYBOARDS WERE ACCURATE AND UP TO DATE FOR THE BUYERS
- + LIAISED WITH VM TEAM TO PRODUCE PRODUCT SUPPORT MATERIAL

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WORK EXPERIENCE

STUDIO INTERN

BLUE JUICE

APRIL 2012 - SEPTEMBER 2012

- + CREATED RANGE BOOKS AND CAMPAIGN ADVERTISEMENT
- + ASSISTED PHOTO SHOOTS/EDITING, RETOUCHING IMAGES & DEEP ETCHING
- + TREND FORECASTING AND RESEARCH
- + COMPILED STORY/THEME BOARDS
- + TECHNICAL SKETCHING
- + ENTERED STYLE NUMBERS AND PRODUCT INFORMATION INTO NICHE
- + UPDATED LINESHEETS
- + PREPARED SAMPLE PACKS TO BE PASSED ONTO VARIOUS FASHION RETAILERS
- + MANAGED SOCIAL MEDIA
- + HANDLED INBOUND/OUTBOUND CUSTOMER QUERIES AND COMPLAINTS
- + PROCESSED AND MANAGED ONLINE AND PHONE ORDERS FROM ORDER RECEIVED TO DISPATCH
- + UPKEEP OF SHOWROOM
- + GENERAL OFFICE DUTIES

3IC SALES MANAGER

KIKKI.K STATIONARY

APRIL 2010 - MAY 2013

- + ASSISTED MANAGER WITH STORE OPERATIONS INCLUDING ORDERING STOCK FROM WAREHOUSE, TRAINING NEW STAFF MEMBERS, ORGANISING WEEKLY ROSTERS, MANAGEMENT OF DAILY BUDGETS
- + PROVIDED HIGH QUALITY OF CUSTOMER SERVICE
- + CONDUCTED ALL VM RELATED ACTIVITIES SUCH AS WINDOW CHANGES & IN-STORE MERCHANDISING
- + HANDLED BANKING, CASH TRANSACTIONS AND OPERATED REGISTERS
- + MAINTAINED OVERALL CLEANLINESS OF STORE

WORK EXPERIENCE

STUDIO INTERN

MAISE LABEL

APRIL 2009 - SEPTEMBER 2010

- + ASSISTED IN PATTERN MAKING & SAMPLE CUTTING
- + TECHNICAL SKETCHING
- + CREATED RANGE BOOKS AND CAMPAIGN ADVERTISEMENT
- + COMPILED STORY/THEME BOARDS
- + TREND FORECASTING AND RESEARCH
- + MANAGED SOCIAL MEDIA
- + UPDATED ONLINE AND IN STORE INVENTORY
- + ASSISTED PHOTO SHOOTS/EDITING & RETOUCHING IMAGES
- + PROCESSED ONLINE ORDERS AND DISPATCHING
- + GENERAL OFFICE DUTIES

REFERENCES

KATE VISSER

PRETTY GIRL FASHION GROUP-ROCKMANS BRAND MANAGER

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GRAINNE NIXON

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DANIELA ANDREEVSKA

KIKKI.K STATIONARY STORE MANAGER

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