

Versatile professional with strong leadership and relationship-building skills, who brings an excellent blend of people skills and an ability to work well in both team environment and individual assignments. Meticulous and resourceful problem solver, excellent at juggling multiple tasks and working under pressure effectively & efficiently.

A motivated, enthusiastic and diligent collaborator utilising excellent communication and interpersonal skills with good analytical mind-set to learn quickly, to evaluate the situation, identify requirements, provide solutions and deliver an outstanding service.

Results-driven and seeking to re-integrate film industry . Willing to go the extra mile, committed to constant improvement and development.

Key strengths & Skills:

- Pro-active can-do approach
- Decision-making and problem-solving skills
- Good negotiation & influencing skills
- Strong Self-starter
- Results-driven , planning & organisation skills
- Sewing and costume construction; pattern cutting
- Knowledge of design, colour and light principle
- Strategic thinker & experience in managing change
- Communicate clearly and persuasively
- Fluent in French & English
- Goal-oriented
- Full UK driver's license
- Reliable & Patient
- Creative
- Constant Training & development
- Strong interpersonal & communication skills
- Very good planning & organisational skills
- Coordinate and lead efficiently
- Patience & tact
- High motivational skills
- Diligent & Thorough
- Open & flexible approach to change
- ICT literacy to deal with various technologies & programmes
- Persistence & Integrity
- Very good time management skills
- Great adaptability & stress management
- Willingness to go the extra mile

Head of Production-UK

**Tigra Team Apparel/ Imprint Applications Ltd /
Aug 2020- Oct 2020**

Responsible for driving the production process -
Partnering with design on prototype development through design hand-off,
production process and distribution.

Create and own development timelines; liaison with design, sales and marketing
that align with business expectations and cost optimisation, to ensure brand
integrity and quality. Ensure design integrity is maintained.

Partner with and advise design throughout design prototype development
Ensure that health and safety guidelines are followed
Supervise and motivate a team of workers
Review worker performance
Identify training needs

Overlook production tech sheets, working from initial design development documents.
Drive and overlook communication with production team regarding the daily execution of product
to final production. Liaise with lead designer for all sample corrections, adjustments and fitting process in
a timely manner. Manage and negotiate the delivery dates of development and production samples .
Maintain and analyse cost . Maintain records of production sample/sample library. Establishing what
resources are required.

Liaise with design and sales to review market opportunities.
Oversee initial production inspection and quality

Account administrator -UK Marketing -Beaumont Chateau Ltd / Nov 2018 - March 2020

ENG & French position.

Instrumental in marketing and sales progress

Research, maintain and report on marketing data to aid management in determining marketing direction.

Assist in creating materials used for proposals, correspondence and presentation materials and reports.

Support marketing day-to-day operations including media campaigns, promotions and projects.

Coordinate Website Redevelopment and re-branding.

Arrange and coordinate, projects and mailings- Digital marketing, brochures/email marketing/website/ social media

Coordinate trade & suppliers

Following up new and existing enquiries

Organising payments over the telephone and via email with new/existing enquiries.

Create opportunities for new clients by prospecting effectively and consistently

Establishing quotes for new sales and re booking

Applying professionalism and high customer service at all time

Adopt the business core values to manage the business vision and strategy within the sales team

Apply high communication skills to ensure engagement across the business

Keep track of KPI and drive key business objectives through effective allocation of resources and time management

Drive with continuous Improvement across own role

Support, motivate and inspire colleagues in other areas when required, translating documents, bookings, and organising trade for the property/ venue maintenance

Strategic Intervention Coaching, Freelance International / 2010 - 2017

Performed initial client assessment and analysis to begin coaching process.

Offered constructive feedback to clients with specific actions, behaviors and words.

Facilitated and provided one-on-one support.

Develop individuals to meet their potential

Resolve conflicting priorities and issues.

Successfully facilitated clients progress through integration of creative coaching exercises.

Maintained a schedule of all sessions booked.

Maintained client's accountability & facilitating with establishing action plan.

Administered tests, and personality assessments.

Counseled clients one-on-one regarding the current situation, desires, aptitudes, and goals.

Provided emotional support to clients to develop long term plans and goals.

Instrumental in clients progress

Property Manager / Administrator, Family owned Real Estate Company Nyrec s Belgium / 2002 - 2016

Manage property/Showed properties to potential buyers and other brokers by appointment. Tenants check-ins and check-outs.

Coordinated, scheduled and arranged administrators' meetings

Managed wide variety of administrative tasks to resolve tenants and property issues quickly and efficiently

Coordinate, arrange & attend co-proprietor's meetings when requested and undertake minute-taking for distribution

Collaborated & liaising regularly with local authorities, legal firms, accountants, property building and maintenance sub-contractors to maintain optimal management of properties.

Maintained accurate and complete documentation for all financial department procedures.

Managed planned and preventative building maintenance throughout the year.

Chasing outstanding rent and taking appropriate action.

Involvement with successful Property renovation projects

Costume Supervisor, Costume Designer, EQI-le-Show.com/ H.O.Y.S -Horse of the Year Show- UK/ Belgium/ France |2011 – 2013

Responsible for creative costume design for EQI-le-Show.com.

Pre-production stage & creative design and manufacture of all costumes for H.O.Y.S » Horse of the year show

Worked directly with Hair and Make-up and Art Departments and the Production Office to achieve project on time and on budget.

Buying all relevant materials and tools for the workroom

Collaborating & liaising effectively with all other artistic departments of the production and the Production Office to achieve the project on time and on budget.

Organising and managing workroom efficiently in fast paced environment

Organising & attending fittings & rehearsals for all artists

Successfully delivered all costumes on schedule, on budget and to high standards of finish

Supervising costume manufacture with attention to detail & to high standards

Drawing up and managing the departmental budgets and schedules

Costume Maker/ Wardrobe assistant on major feature films, motions pics. TV & theatrical productions UK/ 1994-2002

Hallmark Prod.Ltd - DINOTOPIA - Pinewood Studios, UK

Warner Bros.- HARRY POTTER -The Philosopher stone -Leavesden Studios, UK

Jak Productions- STAR WARS -The Phantom Menace - Leavesden Studios, UK

British Paramount Pictures - Event Horizon - Pinewood Studios, UK

Gaumont - The Fifth Element -Pinewood Studios, UK

Paramount Pictures - THE SAINT - Pinewood Studios, UK

20th Century Fox - Entrapment - Pinewood Studios, UK

Mandalay Pics - Sleepy Hollow - London, UK

MASTER CARD (Commercial) - London, UK

BBC"- French &Saunders Xmas Special - London, UK

Celador Prod. For the BBC The Professionals- Shepperton Studios, UK

Gemini Films Diana & Me- London UK - Australia

Miramax- Restoration - Pinewood Studios, UK

Tristar- Media Company - Mary Shelley's FRANKENSTEIN - London, UK

ANGELS& BERMANS- London, UK

Royal National Theatre - Oh What a lovely War & War & Peace -London, UK

English National Opera - Phantom of the Opera - Kovenshina - London, UK

Making, fitting & altering all costumes to measure and design specifications maintaining design integrity.

Design idea input & Costume maintenance

Deliver prototype and finished costumes on time and schedule.

Assisting with continuity on set

Budgeting & Carrying out a range of tasks from ordering and buying relevant accessories and fabrics and materials on schedule

Attend & assist with Principals and crowd Costume fittings and rehearsals

Work on film set and/or stage environment

Collaborating & liaising effectively with Costume Designers, Costume Design

Assistants, and Costume Supervisors, Directors and workroom colleagues

Working with the wider team including Costume Standbys, other departments and technicians within the production, keeping a dynamic and good humoured working atmosphere.

Supporting team to complete tasks on target when pressure arose due to change in filming schedules or script modification, design specifications or materials.

Script breakdown

Swiftly solve issues efficiently & effectively in demanding environment

Taking instructions from Costume Designer and Costume Supervisor, delivering expected prototypes and finished costumes on schedule to high standards.

Education

London College of Fashion—
HND Costume Design & Interpretation 1992-
1994

North Hertfordshire College -
Business & Administration level 2

Bridgwater and Taunton College
- Customer Service level 2 -

Design management London College of
Fashion/UK- 1990-1992

Fashion Design & Illustration London College
of Fashion/UK- 1990-1992

École Nationale Supérieure des Arts Visuels de
la Cambre, Brussels—
Scénographie 1987-1990

Center for strategic Intervention San Diego
CA/ USA -
Advanced Relationship Coaching-

Level 7 Strategic Business Management
(ongoing)

Strategic intervention Coaching. Robbins-
Madanes/
San Diego CA/ USA- 2014-2017

Bureautique / IT & secretarial FOREM Belgium-
2010

Certified Life Coach CLC/ Coach for life /
San Diego CA- USA- 2010

Chef Entreprise/ Immobilier IFPME/ Estate
agent training/
Belgium- 2004-2005

Development /Interests

Learning Russian & Arabic languages
Strategic Business Management
Project Management
Self-development
Philosophy, Cultures & Religions

Decorative Arts & costumes -fashion
Film Industry
Digital Marketing
Horse rising