



# Ellen Francis

## Contact

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West Midlands

@ellen\_costume

## Education

2023-2026

BA(Hons) Costume Design & Making  
Buckinghamshire New University

2022-2023

Level 3 Diploma for the Business Administrator  
City and Guilds

## Skills

- Full UK Driving Licence
- Collaborative team member
- Meticulous attention to detail
- Highly organised
- Helpful and reliable
- Excellent professionalism

References Available on Request

## About Me

I am a hardworking, dedicated and passionate costume maker looking to develop my technical skillset and enthusiastic to gain experience working in the costume industry. I can effectively pattern cut, construct, fit and alter costumes with skills in both corsetry and tailoring techniques, however I am keen to develop further and learn as much as I can. I am highly organised and professional due to my background in administration and customer service positions. I aim to bring positivity and motivation into the working environment, becoming a supportive and reliable team member who is always willing to go the extra mile to help out.

## Experience

- **Costume Maker**  
*Garsington Opera* 2026  
Collaborative university project, costuming a large cast according to designs by Rhiannon Newman Brown. This role involved pattern drafting, cutting and the assembly of multiple bustles, skirts, collars, cuffs and cravats. This opportunity required organisation, team work and effective communication with colleagues and the Costume Supervisor. Economic fabric use and production line techniques enabled deadlines to be met successfully. We also created an excel file acting as a workflow management tool to track our progress and prioritise our workload.
- **Bridal Alterations Experience**  
*Stephanie Kyles Bridal* 2025  
A weeks work placement involving interacting with brides and their entourage during appointments, offering hospitality and aiding in dressing the clients. Shadowing during fitting appointments and helping to pin and place adjustments required excellent fitting etiquette and professionalism. I developed skills in alterations including hemming, embellishment applique, in-seam pockets and preparing gowns for collection by steaming and pressing. This opportunity provided a unique insight into the bridal industry, with a focus in customer care, attention-to-detail and effective time management.
- **Business Support Officer**  
*Hart District Council* 2021 - 2023  
Supporting the council's administration needs by covering several service areas including finance. The responsibilities involved diligent use of IT and software applications, excellent working relationships and effective communication with customers. During my time here I implemented training procedure guides resulting in improved efficiency in service delivery. Finance operations included raising purchase orders, invoices and quarterly rent charges, requiring diligence and reliability. I started this role as an apprentice and was offered a full time position half way through my certification.
- **Pet Services Assistant**  
*We Love Pets, Farnham* 2020-2021  
Duties included dog walking in all weather, home boarding and house sits, requiring responsibility, fitness, excellent organisation and diary management skills.