

# SERENA DUFFIN

IATSE MPC 705 COSTUMER | WARDROBE STYLIST | PHOTOGRAPHER

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## CONTACT

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## SKILLS

- Costume history research and analysis
  - Managing budgets and overseeing expenditures
  - Staff management and supervision
  - Excellent written and verbal communication skills
  - Strong attention to detail and organizational abilities
  - Ability to remain calm under pressure and meet deadlines
  - Costume design and pattern drafting
  - Proficient in Mac systems
  - WordPress website development
  - Adobe Suites (Photoshop, Lightroom, InDesign)
  - Microsoft Suites (Word, Excel, PowerPoint)
  - Digital photography and photo editing
  - Fashion styling for commercial, editorial, and film content
  - Branding and brand promotion
  - Merchandising and market research
  - Graphic design principles and application
  - Social media management and content creation
  - Web design and user experience
  - Public relations and media relations
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## EDUCATION

Advanced Fashion Design

**Fashion Institute of Design & Merchandising**

2004

BS Apparel Design & Manufacturing

**Texas Tech**

2002

INTERNSHIP

**Richard Tyler**

2003

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## PROFILE

Results-oriented professional with a comprehensive costume history, expertise in managing budgets and staff, and excellent communication skills. Skilled in costume design, pattern drafting, and collaborating with various teams to deliver exceptional results. Proficient in Mac systems, Wordpress, Adobe suites, Microsoft suites, digital photography, fashion styling, branding, merchandising, graphic design, social media management, web design, and public relations.

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## WORK EXPERIENCE

### Key Costumer/Shopper

IATSE Local 705

2017-PRESENT

- Assist in establishing budget and overseeing expenditures and all related paperwork.
- Set up and supervise workshop.
- Is responsible for rental inventory.
- Transportation to and from set of costumes and supplies.
- Communication with AD department.
- Coordinates communication within the department.
- Responsible for the purchase of materials and costumes.
- establishes and maintains good relationships with vendors,
- returns, unused clothing, and a professional and timely manner;
- maintains accounting records for all petty cash and/or purchase orders.
- Research and Costume breakdown and aging;
- can do laundry, ironing, sewing skills, and costume maintenance;
- Run and manage cast and BG fittings and prepare garments for alterations
- assist with dressing extras.

### Wardrobe Stylist/Photographer

Freelance

2002 - PRESENT

- Collaborate with art directors, photographers, hair, and make-up teams, designers, and influencers to deliver on Target commercial, Editorial, and film content for our clients.
- Responsible for making fashion and accessory market appointments as well as shopping for all upcoming creative projects.
- Managed sizable, wardrobe, budgets, logistics, and production, while in the studio or on location.

### Account Representative

Chaiken Clothing

2004 - 2009

- Art directed and styled all branding photo shoots
  - Directed a successful grand opening of the flagship store in Maren, California
  - Hiring and training of all staff, as well as merchandising and implementing operations
  - Developed relationships within the San Francisco community to promote the brand and expand our cult following
  - Represented the brand at the Coterie tradeshow
  - Built strong relationships with LA PR agencies and stylists to boost brand recognition
  - Instrumental in creating new direction by creating fresh marketing strategies and product research
  - Allocation and distribution of all orders, domestic and international
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