

Brooke Catherine Barnett

505 Union Avenue, Apt. 3A, Brooklyn, NY 11211

brooke@brookecbarnett.com - 508.361.6610

EDUCATION

Cornell University, College of Human Ecology, Ithaca, NY

May 2016

B.S. Fashion Design Management - Communications Concentration

Relevant Coursework: Textiles, Apparel, & Innovation - History of Color & Design in Textiles - Fibers, Fabrics, and Finishes - Fashion Product Management - Structural Fabric Design - Computer Aided Design - Visual Communications - Consumer Behavior - Marketing Principles - Entrepreneurial Branding & Strategy - Product Quality Assessment - International Fashion Management - Branding & Brand Management

PROFESSIONAL EXPERIENCE

Assistant Private Client Advisor

May 2019 - June 2020

Moda Operandi - New York, NY

- Support Senior Private Client Advisors with books totaling over 600 clients, providing sales support, excellent customer service and administrative support to increase customer conversion, retention and sales
- Establish relationships with clients through email, phone and in-person consultations
- Assist with all client needs and requests, including item sourcing, customization of pieces, and order placement
- Prepare presentations and customized look books in Adobe Photoshop and Powerpoint
- Create personal, curated selections of product based on client needs and requests
- Work with cross-functional partners to ensure outstanding service

Assistant Stylist

August 2018 - May 2019

Self-Employed - Los Angeles, CA

- Assist in the styling and fittings of celebrities including Katy Perry, Jessica Alba, Leighton Meester, Riley Keough, Elle King, Ariel Winter, Sonequa Martin-Green, Melanie Liburd and Emmy Raver-Lampman for red carpet appearances, magazine covers, movie premieres, television appearances, and personal events
- Assist Lawren Howell in styling Jonathan Simkhai's Pre-Fall 2019 Look Book and American Vogue's LA Design Stories spread
- Coordinate and execute all local, domestic and international sample requests, pickups, and returns for fittings
- Assist clients in getting ready for events on the day of
- Maintain office organization and expenses; manage purchases, billing, and all incoming/outgoing packages

Special Events Assistant

April 2017 - August 2018

Vogue Magazine - New York, NY

- Projects include: 2017 and 2018 Metropolitan Museum of Art Costume Institute Galas, 2017 and 2018 Tony Awards, 2017 and 2018 CFDA/Vogue Fashion Fund Awards, Forces of Fashion Conference, Youth Anxiety Center Fundraising Dinner, and other dinners, cocktail parties and private events
- Act as point person for all event invitation send-outs, RSVP lists, in-house invitation mailing and guest check-in, updating all mailing and guest databases
- Oversee and manage seating/table arrangements and floor-plans for all major events
- Keep up-to-date records of all printed materials, store and maintain all department archives
- Correspond with various brands, agencies, venues, event planners, and PR representatives to ensure coordination between all parties involved
- Manage the calendars of the Director and Manager, booking all travel and lodging working within strict budgets

Assistant Stylist & Production Assistant

June 2016 - April 2017

Self-Employed - New York, NY

- Assist set design and prop styling for photo/video shoots for T.J. Maxx, Homegoods, Marshalls, Hasbro, Wayfair and iRobot
- Assist with the styling of Zara Larsson's New York press tour including appearances on Good Morning America, The Tonight Show with Jimmy Fallon, and the Wendy Williams Show
- Assist stylists on the Bloomingdale's Essentials editorial shoot and multiple press presentations, catalog shoots and e-commerce materials
- Assist lead stylists at Amazon's photo studio in Brooklyn, NY, maintaining the men's and women's fashion closets, preparing all styling kits and working with the merchandising team to ensure all samples are shot
- Organize stylists' workspaces and photo studios, manage credit cards, receipts and expenses