

# Taylor Carroll

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## Executive Assistant

A versatile and seasoned professional with substantial experience in overseeing all facets of administrative operations. Proven success in coordinating schedules, orchestrating meetings, and estimating budgets. Instrumental in maintaining office inventories, monitoring stocks, and ordering supplies. Remarkable efficiency in preparation/printing of office materials, maintaining/updating documents, and managing database while ensuring confidentiality. Adept at promoting collaborating environment; cultivating and fostering productive relations with key clients, vendors, suppliers, and contractors. Possess exceptional communication, interpersonal, organizational, critical-thinking, and problem-solving skills.

## Areas of Expertise

- ◆ Office Administration
- ◆ Relationship Building
- ◆ Sales and Marketing
- ◆ Workflow Optimization
- ◆ Reporting & Documentation
- ◆ Calendar Management
- ◆ Finance & Budgeting
- ◆ Database Management
- ◆ Event Planning & Coordination
- ◆ Complex Problem Resolution
- ◆ Customer Service & Success
- ◆ Project Management

## Professional Experience

### Interim Retail Manager – POSH Nashville, TN

2023 - Present

Rebuild a staff after a mass walkout, Creating the schedules two weeks in advance, Training the POS System processes, Facilitating the dispersal of tasks, creating a comprehensive Training Manual for the incoming staff, Overhauling the previous organization system in the warehouse, Overseeing the Online Retail Presence, Facilitating new ways of effective & professional communication in the workplace through training

### Netflix/Disney/Apple - Film Industry, Atlanta, GA

2017 – 2023

#### Key Costumer

Steer day-to-day activities of six staff members, managing shooting schedules and designing builds with a quick turnaround. Analyze scene requirements and design both a logistical/personnel & clothing plan regarding the costumes. Presenting such plans in front of department heads and producers. Involved in pre-production planning, such as scheduling, location scouting, and equipment rental, and wardrobe arrangement in line with daily shooting schedule. Play key role in developing visually appealing styles of character in accordance with clothing story and designer's vision.

#### Key Achievements:

- Spearheaded end-to-end operations of projects by leveraging exceptional leadership talent.
- Created looks with specific image plans during events while coordinating with hair and makeup departments.

#### Shopper/Stylist

Gathered and evaluated information for recording all Character line items and maintaining/updating detailed inventory reports. Determined unique and relevant pieces while shopping at brick-and-mortar and online stores. Obtained necessary garments/accessories and samples for styling projects in partnership with vendors and high-end luxury brands.

#### Key Achievements:

- Designed dynamic and fashion-forward styles by researching and prospecting garments, footwear, and accessories.
- Established and nurtured long-lasting professional relationships with vendors to facilitate future projects.
- Monitored budgets through development and execution of flow chart template of all incoming purchases.

## **Office Coordinator**

Performed all facets of office administration operations from scheduling appointments and coordinating itineraries for both clients and personnel. Engaged in meetings and archived proceedings for drafting agendas and keying minutes. Led and oversaw overall activities associated with reviewing records, maintaining/updating documents, and streamlining communication with clients. Managed payroll and personnel databases in close collaboration with human resources department. Facilitated informed decision-making of management by fixing problems and deploying solutions, leveraging critical thinking skills.

### **Key Achievements:**

- Served as focal point of contact for determining/fixing and communicating complex issues with manager via active listening and open-ended questioning.
- Met and surpassed financial goals and in-season projections by delivering excellent services.
- Identified and resolved discrepancies in finalizing paperwork and weekly payroll for 24 employees.
- Created and promoted collaborative, professional, and positive work environment during long shoots.

## **Europa Designs, Dallas, TX**

**2016 – 2017**

### **Office Manager**

Streamlined organizational processes by supervising performance of senior-level personnel operating in marketing and sales capacities. Ensured smooth flow of office operations by scheduling designer appointments. Ordered office supplies, restocked items, and received shipments for maintaining inventory levels. Bolstered professional relations with clients, vendors, suppliers, and contractors by uncovering/resolving issues and executing corrective actions.

### **Key Achievements:**

- Completed paper and electronic documents by drafting and updating filing systems.
- Reduced costs by efficiently monitoring/sustaining business operations and finances within budget.

## **Education**

### **Bachelor of Science: Apparel and Merchandising, 2016**

**Minor: Business Finance**

**Concentration: Accounting**

Baylor University, Waco, TX

### **Study Abroad: London, UK**

London, College of Fashion