
Kaylee Drake

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Summary

Artistic individual with experience in theater and film. Aiming to use my various skill sets and knowledge to help on a variety of complex and highly adept projects. Offering outstanding time management, organizational, and communication skills.

Skills

- Adobe Photoshop
- Microsoft Office Suite
- Strong creative vision
- Google Workspace
- Mac Computer Skills
- Drivers license and passport
- Color Theory
- Creative and artistic
- Self-motivated professional
- Period and genre knowledge
- Alterations ability
- Conceptual design expert

Experience

GRADUATE ASSISTANT | 07/2021 - Current

Tulane University - New Orleans

- Designing costumes, make up, and hair for a variety of theatrical productions
- Working in the costume shop on a wide range of artistic projects that require high skill level
- Teaching and assisting undergrad students in learning basic sewing and crafting skills
- Manage multiple tasks simultaneously while meeting deadlines under pressure

CONTRACT STITCHER | 06/2021 - Current

Norwegian Creative Studios - International

- Develop creative solutions for difficult problems encountered during sewing processes
- Provide assistance to designers and wardrobe team with paperwork, team building, and crafting

OMNICALL RECEPTIONIST | 01/2021 - 07/2021

Omnicall - Carrollton, GA

- Answer phone lines for companies all across the United States, including funeral homes, hospitals, law offices, and large corporate businesses

WARDROBE SUPERVISOR | 08/2019 - 03/2020

Norwegian Creative Studios - International

- Organize and create costumes, paperwork, charts, list, and much more for a team of 12 performers and a variety of technicians
- In charge of wardrobe for the entire entertainment department on board the Regent Seven Seas Mariner for the duration of the world cruise
- Requires people skills, and problem solving for the position

- Provide creative input into costuming decisions when requested by director or producers
- Monitor condition of all wardrobe items throughout production period, replacing any damaged items as necessary

COSTUME SHOP ASSISTANT | 08/2016 - 05/2019

LaGrange College - LaGrange, GA

- Collaborate with artistic staff to design costumes, supporting culture and themes of production
- Operate domestic and industrial sewing machines, steam irons and cutting tools to create costumes for theatre productions

COPYWRITING INTERN | 08/2018 - 03/2019

Kelsey Advertising and Design - LaGrange, GA

- Communicate with business leaders about their vision for their company to better update their website and online following
- Research topics in order for Kelsey to stay informed of details involving every company we sponsored
- Attend meetings, fill out paperwork, and edit others articles before publication
- Develop original content for press releases, blog posts, and other marketing materials

WARDROBE ASSISTANT | 05/2018 - 08/2018

Westport Country Playhouse - Westport, CT

- Work with designers, actors, and technicians by communicating ideas and challenges
- In charge of typing up paperwork and documents for the designers as well as all orders within the costume department
- Includes altering and repairing costumes, quick changes, and wig maintenance

TECHNICAL ASSISTANT | 01/2018 - 02/2018

Carrollton Center for the Arts - Carrollton, GA

- Network in the community by working with local businesses to advertise upcoming events
- Responsible for online social media platform posts and updates
- Work with incoming artists to organize their prices and paperwork before going on display.

Education and Training

Tulane University - New Orleans, LA | Master of Fine Arts

Costume Design, Expected in 05/2024

LaGrange College - La Grange, GA | Bachelor of Arts

Theater Arts, 05/2019

References

- **Victor Holtcamp**- Tulane University; Chair of Theater and Dance/ vholtcamp@tulane.edu/ 504-314-7753
- **Diana Cupsa**- Tulane University; Head of MFA Design/ Dcupsa@tulane.edu/ 504-920-9697
- **Kaeanne Louks-Wiseman**- Tulane University; MFA Design Candidate/ Klouks@tulane.edu/ 360-561-6151