
Kaylee Drake

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Summary

Creative professional and costume designer with experience in theatrical design, wardrobe, event production, visual content, and arts education. MFA- trained designer with a background spanning professional theater, cruise entertainment, hospitality, and higher education. Brings collaborative approach to creative problem-solving, production, and project execution.

Skills

- Adobe Photoshop
- Self-motivated Professional
- Period and Genre Knowledge
- Teaching Assistant
- Alterations ability
- Conceptual Design Expert
- Quickbooks
- Inventory Management
- Cvent
- Event Production

Experience

1718 EVENTS COORDINATOR | 05/2026 - Current

Hyatt Regency New Orleans - New Orleans, Louisiana

- Coordinate the planning and execution of off-site events, managing details, logistics, and timelines from planning through completion.
- Collaborate with clients, event planners, vendors, and internal teams to bring event concepts and experiences to life.
- Develop social media content and original artwork to promote 1718 Events and the visual brand.

COMMERCIAL SERVICES COORDINATOR | 01/2026 - Current

Hyatt Regency New Orleans - New Orleans, Louisiana

- Prepare sales contracts and event documentation, translating client needs into organized production and event plans.
- Coordinate event details, schedules, and logistics with Sales and Event Planning teams to support successful execution.
- Develop social media content, monthly calendars, and branded marketing materials, including original artwork.

OFFICE MANAGER | 01/2025 - 09/2025

The Bridal Boutique By MaeMe - New Orleans, LA

- Provided training to new hires on office policies and procedures.
- Assisted in preparing and developing budgets and financial statements.
- Interpreted and communicated work procedures and company policies to staff.
- Administered payroll and maintained proper documentation of employee personnel.

SALES MANAGER | 05/2024 - 01/2025

The Bridal Boutique By MaeMe - New Orleans, LA

- Trained bridal stylists in fabrics, silhouettes, measurements, fittings and garment knowledge to support exceptional client experiences.
- Managed daily operations including scheduling, staffing, budgeting.
- Provided team leadership and training in a fast-paced fashion environment.

GRADUATE ASSISTANT | 07/2021 - 05/2024

Tulane University - New Orleans, LA

- Designed costumes, make up, and hair for a variety of theatrical productions. Translating production concepts into cohesive visual designs.
- Collaborated with directors, designers, and production teams throughout the design and production process.
- Worked in the costume shop on a range of theatrical projects that required advanced design, construction, and problem-solving skills.
- Taught and mentored undergraduate students in foundational sewing, costume construction, and craft skills.

CONTRACT STITCHER | 06/2021 - 08/2023

Norwegian Creative Studios - International

- Developed creative solutions for challenges encountered during production and technical process.
- Collaborated with designers and wardrobe teams on costume construction, alterations, crafting, and production paperwork.
- Supported production teams through hands-on problem solving and execution of costume needs.

OMNICALL RECEPTIONIST | 01/2021 - 07/2021

Omnical - Carrollton, GA

- Provided excellent customer service at all times while interacting with both internal and external customers.

WARDROBE SUPERVISOR | 08/2019 - 03/2020

Norwegian Creative Studios - International

- Managed the wardrobe department on board a cruise ship during a world cruise, overseeing day-to-day wardrobe operations for performers.
- Organized and created costumes, paperwork, schedules, charts, and list, to support production operations.
- Monitored the condition, organization, and readiness of all wardrobe inventory throughout the production process.
- Provided creative and practical input to support costume and wardrobe needs throughout the production.

COSTUME SHOP ASSISTANT | 08/2016 - 05/2019

LaGrange College - LaGrange, GA

- Collaborated with artistic staff on costume design and production, supporting the visual concept and themes of production.
- Constructed and altered costumes using domestic and industrial sewing machines, steam irons, and cutting tools for productions.

COPYWRITING INTERN | 08/2018 - 03/2019

Kelsey Advertising and Design - LaGrange, GA

- Communicated with business leaders about their vision for their company to better update their website and online following.
- Developed original content for press releases, blog posts, and other marketing materials.

WARDROBE ASSISTANT | 05/2018 - 08/2018

Westport Country Playhouse - Westport, CT

- Organized and maintained wardrobe department documents, including inventory records and rental contracts.
- Performed costume alterations and repairs, assisted with quick changes, and maintained wigs and wardrobe pieces throughout production.

TECHNICAL ASSISTANT | 01/2018 - 02/2018

Carrollton Center for the Arts - Carrollton, GA

- Networked with local businesses to advertise upcoming events and exhibitions.
- Assisted in curating art exhibition to enhance community engagement and cultural awareness.

Education and Training

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

Costume Design, 05/2024

LaGrange College - La Grange, GA | Bachelor of Arts

Theater Arts, 05/2019