

SUMMARY: Painter and Designer who is passionate about creating visual and interactive spaces that encourage communication and understanding between otherwise separated peoples.

- SKILLS:**
- Creative conceptual design
 - Communicating complex visual and creative concepts to diverse groups ranging from executives to private clients
 - Adobe Suite
 - Hand & computer-aided construction illustration
 - Interdepartmental communication
 - Painting
 - Research & analysis
 - Visual communication & design
 - Collaborative creative design
 - Bilingual
 - Multi-tasker with exceptional organization
 - Ongoing documentation (internal and external) of process, deliverables and deadlines

PROFESSIONAL EXPERIENCE

Tamara Alexander Designs LLC, Residential Interior Design (Oakland, CA), 2021-Present

- I opened an Interior Design business in 2021. I offer residential design services across the country and work on both new builds (prior to construction) and post-purchase homes.
- I work closely with the client to design conceptual spaces via mood boards, CAD elevations and floor plans that reflect the client's needs, aesthetics and lives.
- I coordinate and work with architects, contractors and artisans to produce the necessary elements, including custom elements such as furnishing, lighting and art.
- I manage all communication, documentation and budgeting between clients and production teams.

Community and Creative Director for Melrose PR, (Los Angeles, CA), 2018

- Led internal visual strategy and support including websites, social media and advertising.
- Offered external client facing visual support and strategy by producing illustrations, graphics and visuals for online press, marketing and social media.
- Managed social media across all channels in developing and distributing content.
- Created a track-able social content archives system with both content and ROI documentation.
- Managed production, editing, social media and documentation of a weekly podcast.

Technical Designer at Roman Apparel Group, Inc. (Los Angeles, CA), 2017

- Managed the development of private brands with International teams.
- Created and edited Technical Design Packages along with specification sheets.
- Maintained deadlines, calendar objectives and the weekly internal and external 'Works in Progress' documentation.
- Reviewed product-build and directed corrections to production & development teams.

Designer for Theater and Film (New York & San Francisco)

Conceptual design and storytelling, Art Direction, Costume Design, Storyboarding and Production Design

- Conceived designs & concept with a director and collaborative design team.
- Conducted research of the period, culture, context, market and story.
- Created presentations and pitched financials, creative plans and designs to financiers and production teams.
- Created deliverables including illustrations & technical packets to communicate technical development to production teams.
- Sourced and coordinated vendors, creative teams and materials.
- Created and managed deadlines of short and long-term production calendars.
- Attended all sample reviews and communicated necessary changes regarding design and construction.
- Led and ensured that development follows brand vision, concept and strategy across all dimensions.
- Ensured the execution of all documentary material, including print, photography and video production.
- Directed changes of product across all dimensions to ensure brand and conceptual strategy are communicated throughout pre-production, production and on-site build periods.

Metropolitan Opera: Assistant Manager in Art Production (New York), 2014-2015

- Worked as a liaison between Creative & Production departments.
- Maintained creative vision in assisting the development of its product.
- Coordinated and maintained client and team communication in accordance to brand identity.
- Prepared and assisted in sample development, fittings and technical rehearsals.
- Catalogued all production information details for re-development.

EDUCATION:

- **New York University (TISCH School of the Arts)**, 2013, MFA (Master of Fine Arts) in Stage and Film Design. J.S. Seidman Award recipient for 'Excellence in Design'
- **University of California, Davis**, 2008, BA Dramatic Arts, Minor in Art History. Graduated with Honors
- **Fashion Institute of Design and Merchandising**, 2005, Associates of Arts in Fashion Design. Graduated Cum Laude.