

Samantha Covell

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Experience

Bespoke Designer, Kalamazoo, MI —

April 2025 - PRESENT

- Collaborating and communicating with private clientele on design and development of bespoke pieces through in-person and virtual meeting platforms.
- Constructing and patterning bespoke pieces with professional finishes, ensuring pieces are both aesthetically pleasing and functional for the intended wearer.
- Pricing pieces based on cost of materials and labor, and maintaining client expectations when working within a certain budget.
- Utilizing CAD to create clear and accurate representations of designs, including all necessary fitting details and design call-outs.
- Sourcing fabric, trims, and notions while keeping in mind budget and style of clientele and ensuring that all findings work seamlessly with each other for the final piece.
- Researching design trends, market, demographic, and sociographic information pertaining to clients to ensure designs are appealing.

City of Portage, Treasury and Finance, Portage, MI — *Treasury Assistant II*

October 2025 - PRESENT

- Providing and accurately explaining concepts to residents regarding their billing, utility usage, and taxes.
- Accurately processing a high volume of payments, while maintaining confidentiality and abiding local and federal payment stipulations.
- Performing with a high level of detail under pressure and maintaining accuracy while handling multiple transactions at once and utilizing critical thinking skills to help residents with various utility or tax issues.

City of Portage, Senior Services, Portage, MI — *Administrative Assistant*

October 2023 - October 2025

- Managing rental contracts and rental space availability while ensuring proper time tables for regular event programming and coordinating a team of three employees.
- Developing a seamless method for room reservations for regular events while ensuring no overlap.
- Enforcing contract verbiages and working with the director of Senior Services to protect and maintain building code and best interest of the city.

Golden Needle Tailor Shop, Kalamazoo, MI — Assistant Tailor Intern

April 2024 - August 2024

- Completing a vast array of alterations for clientele, such as shortening hems, lengthening sleeves, taking in or letting out seams, while ensuring professional looking finishes.
- Taking accurate measurements for clients to make sure that the finished job is exceptionally fit while ensuring that client requests are met.
- Maintaining exceptional communication with supervisor and clientele
- Preserving shop floor organization and cleanliness to ensure a seamless experience for all customers
- Completing tailoring jobs in an efficient and timely manner and working under tight time constraints with minimal mistakes.

City of Portage, Senior Services, Portage, MI — Program Registrar

January 2023 - October 2023

- Coordinated and managed registration processes for program participants, ensuring accurate and timely enrollment through efficient data entry and documentation.
- Collaborated with program coordinators and instructors to organize and execute successful events, overseeing logistical aspects such as venue booking, equipment setup, and participant check-in.

Education

Western Michigan University

Kalamazoo, MI

Bachelor of Science

September 2021 - April 2025

Fashion Design and Development

Accomplishments

- LSU “Hemp Impressions: Sustainable Fiber and Fashion Reimagined” Touring Exhibit
 - 1 of 8 finalists to receive funding nationally
 - Featured piece in a traveling exhibition that highlighted the importance of hemp fabric
- Western Michigan University’s Designer of the Semester
 - Displayed a piece at Western Michigan University’s main campus
 - Chosen by Fashion Design and Development faculty to be featured

Special Skills

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|--------------------------|------------------------|----------------------|
| ❖ Microsoft Office Suite | ❖ Critical Thinking | ❖ Leadership |
| ❖ Adobe Illustrator | ❖ Pattern Making | ❖ Organization |
| ❖ Adobe Photoshop | ❖ Research | ❖ Sourcing Materials |
| | ❖ Apparel Construction | |