

## CONTACT

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🌐 [Olivia Radle](#)

## PRODUCTION

- Ignite Theater
  - *Matilda*
- St. Louis Shakespeare
  - *A Midsummer Night's Dream*
- Shakespeare in the Park
  - *Twelfth Night*

## IN THE PRESS

- Imagista Magazine Spread
  - Ariel Winter
- Paper Magazine
  - Halsey
- Beyoncé Pregnancy Announcement

## SKILLS

### Adobe

- InDesign
- Illustrator
- Photoshop
- Forms

### Microsoft

- Excel
- Word
- Publisher
- PowerPoint
- Office 365

### Other/Coding Languages

- Qualtrics Survey Tool
- SQL
- VBA
- R

# OLIVIA RADLE

A designer at heart with a multi-faceted background and a passion for creativity. Proven ability to select and implement trending colors and prints and successfully navigate a fast-paced environment. Strengths include creative problem-solving, communication, self-starter, and highly-organized.

## WORK EXPERIENCE

### COORDINATOR

Current

Webster University

- Develop and maintain processes related to faculty hires, including acting as liaison between payroll, HR, and academic affairs.
- Maintain faculty records in various databases including sensitive information.
- Review LOI's and develop contracts for new faculty hires and communicate this information to appropriate departments.
- Provide data summaries for budgeting and reporting purposes.
- Participate in annual surveys and track internal surveys.
- Supervise and train graduate assistants and student workers.

### CATALOG MERCHANDISER

2017-2019

Williamson Home

- Designed and developed sales call catalogs that tells a story relevant to each brand.
- Supported sales team with product specs and pricing information.
- Coordinated communication with merchandise operations and vendors for PO creation and maintenance.
- Established professional relationships with licensed artists and developed contractual agreements for prints.

### PRODUCT COORDINATOR

2016 - 2018

Caleres

- Researched and developed trends for each season and presented final trends and color story at quarterly company meetings.
- Communicated with overseas factories about product details and deadlines.
- Developed CAD flats and color files for each season and entered final specs into PLM.
- Organized, packaged, and tracked product samples to and from shows.

### LEAD PRODUCT DESIGNER

2014-2016

Livara

- Researched and developed color story and fabrication for the inaugural collection.
- Designed product that adhered to the voice of the brand.
- Developed initial patterns and altered based on fittings.
- Created tech packs to illustrate seam lines, stitching, and design details.
- Attended and contributed to meetings pertaining to web development, marketing, and manufacturing.

## EDUCATION

### LINDENWOOD UNIVERSITY

Magna Cum Laude

- Bachelor of Fine Arts in Fashion Design
- Master of Business Administration

2014  
2015