

Melissa Taylor
reynoldsmelissa22@gmail.com
Cell 405-830-2306

EXPERIENCE

IMDB link: [Melissa Reynolds - IMDb](#)

UNIVERSAL STUDIOS HOLLYWOOD – Los Angeles, CA

Skilled Craft

2/26

Regular Lead Dresser – Nintendo

4/25 - present

Lead Dresser – Fan Fest Nights

4/25

-Oversee department operations team and ensure performer costumes are ready for sets, address any repairs or changes throughout venue, and report performance to Supervising team.

UNIVERSAL STUDIOS HOLLYWOOD – Los Angeles, CA

4/23 - 4/25

Dresser

-Pull and check in wardrobe for performers at Universal

-Ensure any wardrobe issues are addressed and communicated to costume department

-Complete daily venue duties including sewing repairs, laundering costumes from day, steaming
And prepping clothing for next performance.

MEL'S SUMMER SHOP – Oklahoma City, OK

2/19-5/23

Instagram: [Mel \(@mels_summershop\) • Instagram photos and videos](#)

Owner

-Create handmade accessories, clothing and custom orders for local stores, websites, and markets.

-Create marketing via social media, website construction, and Etsy site content.

-Collaborate with local artists and business owners to promote business within the community.

-Volunteer product and time to make handmade masks during pandemic for local hospitals.

VON MAUR DEPARTMENT STORES – Oklahoma City, OK

5/14-12/18

Human Resources Manager

-Ensure Customer Service is above and beyond up to standard.

-Responsible for all aspects of the hiring process and term process.

-Manage store departments and handle all personal and customer concerns.

-Lead Assistant Human Resources Manager in duties such as screening and following up with applicants, performing interviews, and coordinating new hire class materials, and educating employees on benefits.

-Teach new hire classes, develop staff schedules, and perform employee reviews.

-Run open enrollment benefit meetings, OSHA training, 401K meetings, and evacuation tours.

-Responsible for all building operations; communicating with contractors and ensuring work is performed timely.

-Preparing Payroll.

VON MAUR DEPARTMENT STORES – Rochester, NY

2/14-5/14

Floor Manager

-Ensure Customer Service is above and beyond up to standard.

-Understand business needs for each department and ensure all department managers meeting

department needs.

- Responsible for managing store operations; opening and closing duties, truck processing on time, ensuring strong coverage in store, and handle all personnel and customer concerns.
- Work with store manager to complete all business needs and projects to standard.

VON MAUR DEPARTMENT STORES – Rochester, NY

9/13-2/14

Men's Sportswear Department Manager

- Ensure Customer Service is above and beyond standard.
- Lead team associates in understanding process for completing merchandising needs, merchandising requests, processing transfers, and growing their skills for their next position with the company.
- Work with Floor Manager to improve department merchandising and create goals for business needs.
- Perform monthly reviews with associates and calculate statistical goals for the department.

THE DONNA KARAN COMPANY – New York, NY

9/10 -12/10

DKNY Intern

- Internship as a Design Assistant to the DKNYC Apparel team
- Assisted in the design process of concept through garment, including fabric design, pattern development, color development, lab dip review, and print development and pattern repeats.
- Worked on all collection fabrics including wovens, yarn-dyes, knits and sweaters.

MARK BURNETT PRODUCTIONS/ CBS ENTERTAINMENT – Los Angeles, CA

6/05 - 9/05

Assistant Production Coordinator – Rock Star INXS

- In charge of office operations including production assistants and assigning tasks, office supplies, talent needs, and logistics of onset operations.

PARAMOUNT PICTURES/CBS ENTERTAINMENT – Los Angeles, CA

3/05 - 5/05

Office Production Assistant – Numbers

- working with production staff to ensure talent and crew needs were met during production.

NEXT ENTERTAINMENT – Los Angeles, CA; New York, NY; Playa Del Carmen, Mexico

5/04-12/04

Production Assistant/ Cast Handler – The Bachelor

Key Set Production Assistant – The Bachelorette

Production Assistant/ Cast Handler– The Real Gilligan's Island

SYNERGY SHOWROOM – Los Angeles, CA

2/04 – 4/04

Fashion Showroom Assistant – LA Market / The New Mart Building

- working with showroom owner to ensure product was presented in a tidy environment as well as help with daily office tasks.

EDUCATION

PARSONS THE NEW SCHOOL FOR DESIGN – New York, NY

AAS - Fashion Design - Graduated December 2010

NIAGARA UNIVERSITY – Niagara University, NY

BA - Communication Studies Minor: Fine Arts - Graduated May 2003

HONORS - MAGNA CUM LAUDE

Skills: Sewing, Patternmaking and Draping, MAC and PC Proficient