



meredithlyon.com
Brooklyn, NY

Meredith Lyon

EXPERIENCE

Planning and Streetscape Intern | 2021

The Garment District Alliance | New York, NY

- Surveyed neighborhood streetscape conditions and infrastructure
- Managed Alliance's property database and performed GIS analysis
- Oversaw the Port Authority Bus Terminal Public ARTery mural artist submissions and installation logistics

Costume Design Assistant | 2019

Teatro ZinZanni | Woodinville, WA

- Restructured budget documents in Excel and Google Sheets to enable interdepartmental collaboration
- Tracked every aspect of costume development and construction
- Orchestrated performer fittings, collected and revised fit notes and sketches that conveyed construction changes to in-house and outsourced production staff
- Implemented an updated costume line-up procedure that assisted in facilitating quick changes for the wardrobe and production department

Studio Assistant | 2018

BDDW & M. Crow | Philadelphia, PA

- Developed and executed brand marketing material for print and digital advertising while coordinating with publishers
- Managed marketing email campaign schedules for associated new products
- Ensured product listing and inventory accuracy by managing company websites
- Photographed product images and executed accelerated large batch photo editing
- Oversaw in house digital print T-shirt production by training new employees on equipment resulted in decreased errors
- Created and maintained detailed proofs for all outsourced production from vendors

Instructor | 2018

Made Institute | Philadelphia, PA

- Instructor at a Pennsylvania Department of Education licensed school
- Developed curriculum and taught career focused curriculum and lesson plans for classes in Photoshop and Illustrator for apparel design
- Taught fundamentals in apparel construction

Artwork Production Associate | 2017

POPI Promos | Philadelphia, PA

- Overhauled the Art Department by transferring the technical proof workflow between international teams
- Responsible for a 30% increase in virtual design output
- Monitored workflow and provided product printing training
- Designed detailed technical proof layouts translatable between clients, the sales team, and overseas factories
- Acted as a liaison between art, sales, and production teams to train staff on product limitations

EDUCATION

Master of Urban Planning and GIS Certificate

Hunter College
New York, NY

Expected graduation: 2022

BFA Fashion Design

Pratt Institute
Brooklyn, NY
2012

SKILLS

ArcGIS
AutoCAD
Excel
Jupyter Notebook
Illustrator
Photoshop
Lightroom
InDesign

Data analysis
Project Mangement
Ecommerce
Photography
Pattern Drafting
Production methods