**Sharon L.D. Chaikin**

211 East 53rd Street #9E New York, N.Y. 10022-4806

Cell: (917) 640-0402 email: Sleigh1H@outlook.com

**Who I am**

A creative professional seeking a new direction. My varied background is includes a GMA appearance and appearances at the Boutique Show. Strengths include ability to work under pressure, adaptability, enthusiasm and liaising with a wide range of people.

**Recent Experience**

**\*Tribeca Film Festival**, New York, NY 2011-2018-Festival volunteer. Rover, Press and Filmmaker Crews

**Apparel**

\***Nine West Holdings** (formerly Jones Apparel) Kasper division-Le Suit. New York, NY 2000-2014 Technical Design Manager Le Suit areas. Supervised three assistant technical designers. Collaborated with design, production, pattern area, factories and sales. Fit all sizes. Daily communication with factories via email and phone to avoid potential issues. Generated technical packs for suits and separates. Notarized documents as needed for employees.

\***Jennifer Jeffries/Michael Blair**, New York, N.Y. (out of business)

Jennifer Jeffries: Production assistant in design department. Initiated reports and pattern schedules. Interfaced with patternmakers and contractors. Costing and trim preparation. Supervised fit for private label programs Casual Corner and Chadwick’s. Michael Blair: Production accounting. Cut ticket yields, costing, work-in-progress inventories, contractor compliance and payments in a multi-corporate setting.

\***Consultant/Production Coordinator**-Sportswear. Directed all processes from prototype through shipping. Developed methods and procedures to ensure efficient work flow. Liaison between manufacturer and suppliers.

\***Apparel Designer**, New York, N.Y.-Dresses, suits, and sportswear for several Seventh Avenue manufacturers, byline Sharon Dickler. Supervised staff of six. Listed in Who’s Who in Fashion, compiled by Josephine Ellis Watkins, Fairchild Publications, New York, N.Y.

**Legal**

**\*Schneck, Weltman, Hashmall & Mischel, New York, NY** Litigation paralegal-Product Liability defense. Organized case information, document production, trial notebooks, reviewed medical records and interrogatories for DES cases as well as others. Maintained deposition calendar. Generalist assignments included court filings and research.

**Skills**

**\*Knowledge of Social Media Platforms**

**Professional Affiliation, Development & Community Activities, New York, N.Y.**

**\*R.I.S.E** Certificate of Completion-JAG Learning Center

**\*National Notary Association**. Maintain Seal and Stamp.

**\*Komen Race for the Cure**, New York, Race Participant Central Park

**\*Chelsea Housing Group**, New York, NY- Assistant to Executive Director. Legal and administrative for non-profit community housing and service organization.

**\*Housing Conservation Coordinators (HCC),** New York, N.Y. -Volunteer Paralegal: non-profit community housing and service organization

**\*Manhattan Paralegal Association, Inc.** New York, N.Y. By-Laws Chairperson

**Other Activities:**

**\*Fashion Institute of Technology** (FIT) New York, N.Y. Alumni Association. Board of Directors.

Mentor: High School Partnership Program/Washington Irving High School

**Education:**

**\*Adelphi University** New York, N.Y. Lawyers Assistant Program: Certificate: Generalist Curriculum (ABA Approved).

**\*Fashion Institute of Technology** (FIT) New York, N.Y. -B.F.A. Major: Product Design. Magna cum Laude