BAHIYA CRAIG

COMMUNITY ASSOCIATE

CONTACT

📱 646-901-3960

✉ bahiyacraig@gmail.com

📍 New York, NY

SKILLS

- Event Planning
- Adobe Illustrator
- Textile Understanding
- Fabric Sourcing
- Budget Management
- Interpersonal Communication Expert
- Costume Alterations
- Industry Trend Analysis
- Collaborative Design Tools
- Client Retention
- Design Management
- Administrative Support
- G-Suite/Adobe Suite
- Scheduling
- Project Management

EDUCATION

High School Diploma
School of The Future
June 2018

Bachelor of Science
Fashion Institute of Technology

AAS Fashion Business Management
BS- Museum Studies
Currently enrolled

PROFILE

Dynamic Community Associate with a passion for creating connections and streamlining systems! Armed with 6+ years of administrative support, I transform everyday tasks into seamless experiences. From mastering schedules to nurturing community bonds, I'm the behind-the-scenes orchestrator who turns chaos into harmony. Having cut my teeth in the fast-paced world of hospitality, I've mastered the art of bringing that same warmth and efficiency to administrative excellence.

WORK EXPERIENCE

Community Associate

School of The Future   2021-Current

- Gathered and analyzed cultural, educational, social and demographic data about the community to guide local program development
- Publicized community services to maintain positive public relations with community members
- Reported directly to the Principal and AP for instruction and everyday task
- Coordinated scheduling, marketing, contract logistics and maintenance of supplies and equipment
- Planned and hosted on- and off-site community service activities
- Drafted press releases, catalogs, brochures and public service announcements to promote programs
- Represented students at community and professional organizational meetings to answer questions and address concerns from parents and other community members
- Composed grant proposals and fundraising newsletters to raise capital for non-profit organizations within the school
- Managed and balanced expense accounts for the Theater Program
- Collaborated with other departments to ensure successful event planning, execution, and post-event follow up activities.

Research Assistant

The New School   2018-2020

- Prepared reports, presentations, and articles using Microsoft Word and PowerPoint.
- Set up, calibrated, and maintained laboratory and field research equipment.
- Contacted potential subjects to introduce and explain study objectives and protocols and arrange interviews.
- Traveled to field sites to collect and record data and samples as appropriate to specific objectives of study.
- Organized, labeled, and stored study research in an organized and efficient manner.
- Utilized knowledge of fashion history to troubleshoot problems encountered during the course of research.
- Managed multiple research projects simultaneously while ensuring accurate record keeping.
- Participated in extra training and courses to refine and improve upon industry knowledge.

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WORK EXPERIENCE

Costume Design

2021-2025

- Created and presented over 100 visual concepts for costumes aligning with character analysis and directorial vision, enhancing the production's visual appeal.
- Led a team of 2 designers to collaborate effectively with the director, resulting in an increase in design accuracy and efficiency.
- Successfully sourced, fitted, and altered over 300 costumes, ensuring 100% period-appropriate garments that accurately reflect character dynamics.
- Managed and optimized a $2,000 costume budget, utilizing second-hand stores to optimize budget/uniqueness of garments
- Oversaw 200+ costume fittings and ensured impeccable garment maintenance, reducing on-set delays
- Played a key role in assembling costumes for plays/musical productions, achieving 98% audience approval on costume design.
- Coordinated with vendors and managed purchases, securing a 5% discount on overall costume materials.
- Mentored and trained 1 intern, enhancing the team's productivity by streamlining workflow processes.