

# Kai Brady Lawrence

kaiblaw316@gmail.com • 484-949-4866 • www.kaibradylawrence.com

Recent Parsons' graduate with a top-tier portfolio transitioning 14 years of professional experience into a fashion design role that conceptualizes and produces designs. A former manager of a team of five with a strong understanding of current trends, market research, product design, and brand development.

## Skills & Strengths

- Digital & analog flats
- Fashion illustrations
- Tech packs & range plans
- Patternmaking, draping, & garment construction
- Brand merchandising & trend forecasting
- Market positing, SWOT & competitor analyses
- Repeat & engineered print design
- Adobe Illustrator & Photoshop, procreate
- Clo3D, Maya, Fusion 360, Tinkercad

## Work Experience

### Freelance Assistant Stylist

*New York, NY • November 2023 to Present*

- Orchestrated fashion styling projects across editorial, commercial, and runway platforms; published in 3 global publications such as Vogue, Shön! China, FV Magazine, and Haute Living.
- Styled the subject to meet the client's brief, capture the photographer's intent, and satisfy deadlines.
- Draft decks and documentation to present to clients using trend analysis, color analysis, and thematic development.
- Coordinated acquisitions resulting in a 20% increase in efficiency and accurate returns within 48 hours.
- Maintained inventory of over 100 tools, identified repair needs and planned replacements to ensure operational efficiency.

### Veterinary Technician & Administrator

*Hickory Primary Care - Ambler, PA • November 2023 to June 2024*

- Liaised with leadership across 2 practices to support operations and optimal performance, efficiency, and patient care.
- Integrated over 500 products and proper documentation into a new operating system.
- Prepared bi-weekly orders across 5 different vendors to optimize savings and provide inventory stock.
- Submitted contract veterinarian and vendor invoices; invoice accuracy and obtained appropriate W-9 forms.
- Fostered client relations by addressing concerns and improving client experience resulting in 100% of reviews being 5 stars.

### Administrative Assistant

*First Second Books at Macmillan Publishers - New York, NY • March 2022 to March 2023*

- Aided in hiring at least 10 freelance vendors a week by drafting required contracts, invoices, purchase orders, and tax forms.
- Drafted paperwork to request contracts, contract amendments, contract cancellations for 100s of authors and illustrators.
- Reviewed drafts of new contracts and cross-referenced paperwork and deal memos to flag errors or inconsistencies.

### Inpatient & Pharmacy Technician

*Hickory Veterinary Hospital - Plymouth Meeting, PA • January 2021 to March 2022*

- Triageed, admitted, and treated over 50 patients a week in need of emergency care under veterinarian's supervision.
- Prepared and administered medications, oversaw patients during the post-surgical recovery period, and ran laboratory tests.
- Spearheaded a positive and collaborative environment in stressful situations across 5 departments.

### Secondary & Co-Investment Paralegal

*Hamilton Lane - Bala-Cynwyd, PA • April 2018 to January 2019*

- Reviewed, drafted and coordinated documentation for investments in portfolio companies across 2 departments.
- Developed an system to monitor transactions, resulting in a 70% rise in efficiency and the filing of over 10k emails.
- Acted as point of contact for a team of over 25 company accountants and valuation professionals to obtain deal documents.

## Education

**Parsons School of Design** - New York, NY  
Associate of Applied Science in Fashion Design  
January 2020 to May 2023

**Yonsei University** - Seoul, South Korea  
Korean Language Program  
June 2017 to August 2017

**University of Pennsylvania** - Philadelphia, PA  
Non Traditional Master's Program  
September 2016 – May 2017

**New York University** - New York, NY  
Bachelors of Arts in English  
September 2010 - May 2014