Hayley Shannon

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Experience

## May 2024 - PRESENT

### Cadogan Tate *- Studio Administrator/Billing Coordinator*

* Manage all operations, shipments and administrative duties for a high-end art handling company’s active Chicago warehouse.
* Receive and evaluate conditions of luxury clothing, fine art and antique furniture, handling to the specifications of Cadogan Tate’s clientele with proper handling techniques for art and fine objects. Manage between 20-50 shipments per day
* Update data for object references, including the object description, uploading images, adding object reference numbers and components as required, accurately and efficiently using Moveware and iLive
* Assist in onboarding and managing new studio operators and art handlers
* Work with Account Managers to support billing operations and client satisfaction
* Support Warehouse Manager in organizing and maintaining inventory

### Freelance *- Creative Project Manager*

* Support overall conceptualization and editorial direction of video and photoshoots for a range of Chicago-based artists
* Procure, transport and manage the use of props, antiques, wardrobe, and styling materials to shooting locations
* Organizing schedules of artists and creative staff on set for the day
* Organize teams of creatives that mesh well and fit the creative vision of the artist
* Working efficiently to meet deadlines of each artist
* Managing inventory of all rented and sourced items for each shoot
* AUG 2022 - FEB 2023

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### Alliance Bakery*- Manager*

* Oversaw daily bakery operations including opening and closing procedures, cleanliness, and compliance with health and safety standards.
* Managed inventory levels, ordered supplies, and monitored stock to ensure availability of ingredients and retail items.
* Trained, scheduled, and supervised barista and bakery staff, ensuring adherence to company policies and standards.
* Coordinated delivery and pickups across the team of associates for both locations
* Communicated with 20-30 clients per day intaking custom orders and requests

## DEC 2022 - MAR 2024

### Published Studios *- Graphic Designer*

* Designed packaging concepts for diverse product lines, adhering to brand guidelines.
* Implemented client feedback to refine packaging designs and enhance product visibility
* Created brand assets including logos, color schemes, and typography for client branding projects.
* Preparing files for CMYK print production for stickers, cut vinyl, and heat press vinyl