

**Laurel E. Moore**  
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*Laurel is a creative thinker who is good with problem-solving. Laurel wants a place where she can consistently develop professional skills and grow with a team.*

### **Education:**

B.A. of Liberal Arts from WSU, Anthropology, 2013 with Honors  
A.A. of Theology, Ozark Christian College, 2008 with Honors

### **Additional Business Training:**

**Scale Up:** This is a nationally recognized 8-week business course with the EDC in conjunction with Washington State. This course goes through all processes of running a business from writing a plan, making processes, managing employees, managing money, and more. This is geared towards small businesses that are planning to expand.

**Unstoppable Course:** This is a 6-week course designed to help an individual develop confidence to lead and learn in the personal and business areas of their lives. It helps someone learn how to overcome personal barriers to work through the thoughts, emotions, and skills that are holding back their development. It is based on Acceptance and Commitment therapy.

**Connect and Captivate Training:** This is a series of classes to learn how to become a better communicator. It covers engagement and building rapport.

**Inner Circle:** I have a weekly coaching call with a world re-known social skills coach named Michael Harold as well as monthly question and answer sessions focusing on things like negotiation skills.

**Program Experience:** Google Office Suite, Microsoft Office Suite, Apple Office Suite, Sharepoint, Canva, Thumbtack, Instagram and Facebook manager, Yelp Business, Trello, Monday.com, Asana, Ripl, Potorid, Square, Paycom, PayPal, CashApp, Venmo, MailChimp, MeetUp, Eventbrite, Discord, Slack, Chime, Marco Polo, Zoom, Google Meetings, Marco Polo, Prusa slicer, Octoprint, Fusion 360, Tailornova, various podcast platforms, and various cryptocurrency platforms.

## **Relevant Work History**

### **Wardrobe/Laundry**

- **1999-2002**

The Crucible: costume designer, stitcher, lead and support wardrobe

- Midsummer Night's dream: costume designer, stitcher
- My Fair Lady: Costume and wardrobe head, costume designer, stitcher, wardrobe lead
- Twelfth Night: Costume and wardrobe head, costume designer, stitcher, wardrobe lead

- **2010-11**

- Cirque Alegria: Laundry
- Radio City Christmas Show: Lead wardrobe, laundry
- Cirque Dreams: Wardrobe
- The Color Purple: Lead wardrobe
- Cirque Boomtown: Laundry, stitching repairs.

- **2011-12**

- Young Frankenstein: laundry, lead wardrobe
- Mamma Mia: laundry, lead wardrobe

- **2012-13**

- Dreamgirls: laundry, lead wardrobe
- Jersey Boys: lead wardrobe

- **2013-14**

- Hair: Laundry, wardrobe

- The Addams Family: Laundry, wardrobe
- Memphis: Laundry, wardrobe
- Million Dollar Quartet: Laundry, lead wardrobe
- **2014-15**
  - Disney on Ice Princesses & Heroes: laundry, wardrobe
  - Cirque Dreams Holiday: Laundry, wardrobe
  - Buddy-The Buddy Holly Story: Laundry, wardrobe
  - Sister Act: Laundry, wardrobe, stitching repairs.
  - Chicago: Laundry, lead wardrobe
  - Beauty and the Beast: Laundry, lead wardrobe, stitching repairs.

## **Sewing**

- Over 35 years of stitching experience
- Over 25 years of design and pattern-making experience
- Accurate measuring techniques
- Tracing and cutting patterns.
- Cutting on the grain and the bias
- Historical research including primary source documents.
- 2-d hand-drafting techniques
- 2-d/3-d computer drafting including CLO 3-d and Tailornova
- Drafting sleeves and pants
- Draping patterns
- Medieval and modern techniques
- Fitting and alterations
- Operating industrial machines, home machines, serging machines, blind-stitch machines, and button machines
- Cleaning and adjusting machines including timing.
- Hand-stitching, embroidery, and beading techniques
- Machine buttonholes
- Hand-sewn buttonholes
- Costume design including sketch work.
- Placing buttonholes
- Installing zippers
- Understitching
- Overstitching
- Invisible hem stitching

- Making bias tape
- Placing bias tape and piping
- Creating all kinds of seams including French, bound, and felled seams.
- Basic tailoring techniques
- Installing boning
- Over 5 years of custom patterning and sewing for own business.
- Over 5 years of alterations services for own business

## **General Work History**

### **IATSE 887**

2023-Present

Wardrobe and day work for theatrical productions and the ballet.

### **Wardrobe Contractor**

2021-Present

Wardrobe and laundry assistant for Chateau St. Michelle and local fashion shows.

### **Technical Contractor**

November 2022-Present

Stagehand, spotlight, and technical assistant for Snoqualmie Casino.

### **IATSE 15**

#### **Stagehand**

October 2015-present

On-call for help at events throughout the state of Washington. Worked in a team setting to assist with lighting, sound, video, carpentry, rigging, and general areas.

### **Northwest Center Services**

#### **Receptionist for Amazon Corporate Headquarters in Seattle, WA**

November 2022-Present

Assists at the reception desk across Amazon campuses across downtown Seattle, WA. Has worked in over 30 Amazon buildings. Issues visitor and loaner badges. Assists with other badging issues. Takes care of printer audits and putting up posters across campus.

Helps answer general campus questions as well as building specific ones. Available as a resource for any issue for a vendor or Amazonian. Able to use Outlook, Sharepoint, Microsoft Office Suite, Lenel, Rightcrowd, and other programs to a high proficiency. Works with the security teams, the mail room teams, the facilities management teams, the property management teams, the parking teams, the Amazon badging team, the NWC teams, city officials, and other teams to keep things safe and running smoothly. Adheres to building, company, and corporate protocols as well as city, state, and federal laws. Acts as a safety person in emergencies. Most of all, pets dogs, and gives them treats!

### **Moore You Consulting**

#### **Owner and Operator**

April 2022-Present

Helps clients with Google My Business profiles. Assists with social media management. Produces and edits audio/videos for clients. Manages one independent contractor.

### **Moore You Stitching (Previously Past Present Future Stitching)**

#### **Owner and Operator**

January 2018-Present

Assists clients with projects including mending, alterations, and custom work. Provides designs for custom clothing work. Develops relationships with clientele while giving eco-conscious service. Maintains all client records, including financial, schedules, and projects. Creates and posts all social media posts and advertisements. Maintains website.

### **Centerless Imagery**

#### **Communications Manager**

April 2017-August 2020

Managed all client and internal communications—completed regular administrative tasks for the technical manager. Provided excellent customer service. Managed client accounts. Consulted and trained on Google Business Profiles Created and posted social media content on behalf of clients. Gave all estimates and scheduled photographers for

all jobs. Managed projects with sub-contractors. Updated internal databases—networked in professional settings to gain more clients and educated people on the company's services. Helped strategize for future projects and marketing.

## **Harlequin Productions**

### **Box Office Assistant and Front-of-House Manager**

February 2018-July 2018

Helped clients in their box office purchases for shows and season tickets. Completed administrative tasks such as finishing or updating customer profiles, maintaining databases, and completing postage. Managed the front of the house during performances, including helping patrons, communicating with the production team, cash handling in the snack area/bar, overseeing volunteers, stocking, and updating inventory, and assisting with emergencies. Managed up to ten people at a time.

## **ClubZ Tutoring**

### **In-home Tutor**

January 2017-April 2021

Provided in-home tutoring as far as JBLM. Maintained my schedule, which I communicated with parents/clients. Tracked and turned in hours every month. Ordered materials for students through the owner of the company. Taught all ages, including adults. I helped with reading comprehension, English language development, study skills, and organization for students.

Assisted students in learning English, History, Math, Biology, French, and STEM. I communicated with parents, teachers, and students. Before my anthropology degree, I was in a joint teaching degree program between Ozark Christian College and Missouri Southern State University. I worked as a preschool teacher.

## **Teatro Zinzanni**

### **Box Office Assistant**

December 2015-March 2016

Assisted patrons with questions and ticket purchases over the phone and in person at the box office. Updated patron databases.

Communicated with the box office manager and the front-of-house manager.

**Rosario Resort, Spa, Orcas Island**

**Spa and Retail Assistant**

September 2015-October 2016

Greeted patrons while assisting in scheduling appointments for the spa and aiding customers in the gift shop. Helped to maintain clean facilities and pampered guests for a relaxing day at the hotel.

**Washington State Parks and Recreation, Moran State Park, Orcas Island**

**Park Aide**

July 2015-October 2016

Assisted Park visitors with information while helping maintain clean, safe facilities, completing assigned projects/tasks, and being prepared for emergencies. Helped to clear the park during a very dangerous windstorm. Monitored fires during burn bans. Communicated with the other staff and rangers to ensure productivity and safety.

**QuikTrip**

**Customer Service Clerk, night shift**

July 2012-March 2015

Provided excellent service to customers while accomplishing a list of tasks, including cleaning, food preparation, stocking, and merchandising. Exhibited conflict resolution skills. Extensive cash-handling experience.

**IATSE 190**

**Stagehand and Wardrobe Assistant**

February 2010-March 2015

Followed precise directions amidst a hectic, loud environment. Learned all aspects of technical theater. Worked as the person in charge of a call and the POC for clients, taught and managed wardrobe people as the head of that team, moved up the second call list out of five, Worked in lighting, audio, carpentry, pyrotechnics, soft goods, and wardrobe amongst other areas.

**Wichita State University, Department of Fine Arts**

**Stagehand, Lighting, Front-of-House Manager, Stage Manager**

August 2008-July 2012

Assisted in greeting patrons while managing other employees in front of the house. Functioned as the stage manager, running the entire event which included working with all employees and the artist who performed in that event, making it happen with precision and no mistakes (a site supervisor position). Repaired theatrical equipment as necessary. Managed up to twelve people at a time.