

# Jessica Lee

## PROJECT MANAGER

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*Project Manager and communications lead, with a deep passion at the intersection of **climate, people, and collaboration**. Highly-organized and detail oriented; **adept at building cross-functional relationships, and effectively connecting with a variety of stakeholders**. A drive to exceed expectations, with the ability to flex into research, analysis, and company-wide coordination. Invested in **culture**, having created and co-led an Employee Resource Group (ERG), and served as a Social Impact head.*

## EXPERIENCE

### DIRECTOR OF DESIGN OPERATIONS

**New York, NY**

#### Away Travel

*June 2020 - May 2023*

- Project Manager for the company-wide Environmental, Social, and Governance (ESG) roadmap, requiring relationship management with stakeholders. Staffed weekly meetings with agendas and briefing materials, as well as tracked and completed action items. Project included sourcing and collaborating with external consultants to drive project scope and completion, resulting in an on-schedule Q2 delivery.
- One of the first 30 hires at an early stage “unicorn” fast-paced startup; drove communication, timelines, and project tracking in ambiguous spaces.
- Worked independently as an Individual Contributor (IC), and reported into the Chief Design Officer. Regularly spearheaded leadership meetings with presentations, talking points, and synthesized reports for teams.
- Creation, oversight, documentation, and maintenance of the Milestone timeline, allowing teams to work on up to 7 calendars at time. Streamlined organizational goals and deadlines.
- Initiated research and outreach on key projects, such as obtaining and onboarding ESG consultants, as well as managing vendors for conferences.
- Proficient in: Slack, Asana, Zoom, Airtable, MacOS, Windows, Google Workspace, Adobe Suite.

### DESIGN DIRECTOR

**New York, NY**

#### Away Travel

*January 2017 - May 2020*

- Reported to the co-founders, and worked cross-company to lead the Design team in collaborations with Serena Williams, Dwyane Wade, Karlie Kloss, and Rashida Jones.
- Designed and launched Away's Bags and Accessories. Original core designs continue to maintain top selling status, and quarterly exceed merchandising plans.
- Monthly evaluated product and program successes, identifying areas of improvement and aligning with leadership for go-forward improvements.
- Quarterly Asia factory visits, in close collaboration with development teams, working to identify cost savings, while maintaining quality standards.

### DESIGN CONSULTANT

**New York, NY**

#### Kate Spade, Tory Burch, Rebecca Minkoff

*August 2015 - December 2017*

- Provided seasonal support for the runway and core design teams, by creating detailed technical sketches and specifications for individual pieces.

## CO-FOUNDER, DESIGNER & DEVELOPER

### ALMS NYC

New York, NY

2015 - 2019

- Co-founded a motorcycle lifestyle accessories brand for both web and retail.
- Drove the design, concept, functionality, and development of the line.
- 200%+ success on Kickstarter campaign, with substantial press coverage.

## DESIGN DIRECTOR

### Ghurka

New York, NY

June 2013 - July 2015

- Launched the Fall 2014 women's line, with 600k actualized, and 5 million projected FY 2015. Worked closely with bespoke artisans and collaborators on PR.
- Monthly factory visits to the Connecticut manufacturer, gaining deep knowledge in construction and various leather applications.

## MEN'S ASSOCIATE DESIGNER

### Club Monaco

New York, NY

June 2007 - October 2011

- Management, design, and specs for all men's accessories, and led the *Tommy Ton x Club Monaco* design collaboration, which sold out within a week and was the highest profit to date.
- Design and CAD pattern creation across the full men's collection. Reported to the VP of Design to assort woven apparel.

## EDUCATION

### ASSOCIATE IN ARTS (A.A.) IN FASHION DESIGN

May 2007

#### Parsons School Of Design, New York, NY

New York, NY

### BACHELOR OF ARTS (B.A.) IN BROADCAST JOURNALISM

May 2006

#### Point Loma Nazarene University, San Diego, CA

San Diego, CA

## CERTIFICATIONS

- Certificate - *Project Management*, anticipated 12/2023
- Certificate - IDEO, *Leading Complex Projects + Superpowers to Great Teams*, 12/2022
- Microcredential - Institut Francais de la Mode (IFM), *Fashion Sustainability: Shaping Fashion's Future*, 03/2023