



# Hayley Clutterbuck

Styling and Artistic Direction

📍 London, UK

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## Languages

English (Native)

## About

I work in the creative space as a Freelance Stylist, working with clients to translate their brand or personal identity. My latest role was Photoshoot and Styling Assistant for an Australia label. I have recently moved to the UK from Brisbane Australia and will be basing in London under the Youth Mobility Visa.

### BRANDS WORKED WITH

- Blackmilk Clothing
- Calexico Australia
- Coles
- SolarBuddy
- Solarbuddy Australian Charity
- Xenia Online Boutiquestylist

## Experience

### ● FREELANCE STYLIST PROFESSIONAL AND PERSONAL STYLING

| Jan 2018 - Now

Arranging looks and preparing for shoots - contacting designers, collecting clothes, pairing pieces together, making sure clothing and accessories are presentable. Clothing, accessories and prop sourcing. Styling e-commerce and campaign photoshoots Ensuring models and other creatives on set are comfortable and vision is created through collaborative input. Social Media content creation for clients. Dressing and styling models, ensuring all pieces of clothing or accessories are cared for and not damaged.

### ● PHOTOSHOOT AND STYLING ASSISTANT

Blackmilk Clothing | Jan 2021 - Jan 2022

Assisting Art Director and Stylist/ Photoshoot producer prepare for weekly campaign and ecommerce photo shoots . Styling and directing styling videos for social media and assisting styling both campaign and ecommerce photoshoots. Sourcing props and accessories for photoshoots and taking care of samples for shoot days. Trend research both for marketing and styling purposes



### ● LOGISTICS AND ADMINISTRATION MANAGER

SolarBuddy | Jan 2021 - Sep 2021

Supporting the COO to streamline processes. Overseeing Operations team in Brisbane office. Stock control and overseeing stock levels by performing stock checks and committed stock reports including working with sales team for sales pipeline. Creating reports for operations and assisting on monthly reports for the COO, including quality control and stock. Working with customs agents around the world and NGO partners to ensure clearance of lights. Communication with production team in Ningbo about production times, sourcing components, stock delivery and production. Managing and overseeing all sales orders, returns and distribution sales orders. Working closely with finance team approving invoices for operations and logistics department. Engaging with volunteers.



### ● LOGISTICS AND ADMINISTRATION OFFICER

SolarBuddy | Jan 2019 - Jan 2020

Communicating with clients and adhering to their requests, building strong relationships for more potential sales. Stock control in inventory system and physical storage. Manage the Quality Control Officer and overseeing the data entry for reports. Freight management, shipping to international and domestic clients. Creating documentation for shipments and clearance and packing orders for clients.

### ● QUALITY CONTROL OFFICER

Solarbuddy Australian Charity | Jan 2019 - Jan 2019

Inspecting the quality of the lights before sent to distribution. Assisting the Logistics Manager with operational processes. Forming a data control report to record faults and quality control data.



● **OPERATIONS AND MARKETING ASSISTANT**

Calexico Australia | Apr 2019 - Jun 2019

Working with Marketing manager to build the e-commerce website. Assisted on e-commerce photoshoot and daily social media content shoots. Supporting Operations Manager on inventory management and operation work flows. Assisting sales team ensuring stock was ready for our customers.

● **SHOOT COORDINATOR AND ASSISTANT BUYER**

Xenia Online Boutiquestylist | Jan 2018 - Jan 2019

Styling weekly e-commerce and editorial photo shoots. Responsible for organising weekly photo shoots - shoot concept, location scouting, contacting model agencies, photographers and set designing. Producing creative content to market products. Dressing professional models and working closely with photographers and hair and make-up artists. Confident in trend forecasting and market research. Assisting in buying process - looking at current trends, sale patterns, market research. Working with clothing agencies and ordering stock. Scheduling social media content - Instagram and Facebook.



● **Customer Service Supervisor**

Coles | Nov 2013 - Nov 2017

Delivering high quality customer service.  
Cash and payment handling.  
Payroll and administrative tasks.  
Coaching, directing and managing employees.  
Conflict management and resolution.  
Handling customer complaints and enquiries.

## Education & Training

2014 - 2018

● **Queensland University of Technology**

Double Degree of Business Marketing and Creative Industries Fashion Communication, Bachelor of Business

2009 - 2013

● **Moreton Bay College**

Secondary School completion, Secondary School