



ELAINE MONTGOMERY

503 Cherry Drive, Trafford, Pennsylvania 15085

lanesdesign.com | lanes.montgomery@gmail.com | 412.609.7098

EDUCATION

Seton Hill University, Greensburg, Pennsylvania
Bachelor of Fine Arts in Graphic Design | Theatre Design and Technology Minor
May 2018 | GPA: 3.95

SKILLS

Costume Design & Construction	Apple MAC Platforms
SFX Makeup & Prosthetics	Adobe InDesign CC, Photoshop CC, Illustrator CC
Wig Styling & Alteration	MS Office, Google Applications
Commercial Sewing Machine & Serger	Carpentry, Scenic Rigging
Prop Construction	Projection Design & QLab

WORK EXPERIENCE

Seton Hill University, Greensburg, Pennsylvania

Faculty Costume Shop Manager | August 2018 – Current

- Oversaw and assisted completion of costumes for 5 Theatre and Dance productions per academic year
- Collaborated with Costume Shop Director, Designer, and Builder to plan and execute weekly project timelines
- Taught students how to use proper techniques, tools, and machinery to build, alter, repair, and clean costumes
- Assigned and managed student labor
- Acclimated guest and student designers to the production schedule, student skill levels, and stock
- Coordinated and oversaw day prep, maintenance, laundry, and strike crews
- Maintained and cared for costume stock collection and shop supplies
- **Faculty Advisor for the Costuming and Cosplay Club (August 2019 - Current)**

Joann Fabric and Crafts, Greensburg, Pennsylvania

Team Member | July 2016 – June 2018

- Lead front desk, cutting counter, and floor operations
- Knowledgeable about different fabrics, notions, and construction
- Advised guests on project ideas and solutions
- Awarded Cut Above Awards for exemplary customer service

Stage Right! David Mateer Center for the Performing Arts, Greensburg, Pennsylvania

Graphic Design / Marketing Intern | August – December 2017

- Managed all social media accounts
- Designed official logos, online and print media, banners, and postcards

Seton Hill University, Greensburg, Pennsylvania

Projection Designer for "Sweet Charity" | January 2016 – February 2016

- Collaborated with the production team to integrate projections into the set and story
- Designed and programmed 50 projections across 11 screens and two monitors
- Trained Projection Operator

Pittsburgh Civic Light Opera, Springdale, Pennsylvania

Assistant Scenic Painter | May 2015 – June 2015

- Assisted the Scenic Charge Artist with set pieces for CLO, specifically *Mary Poppins*
- Constructed props under the Property Designer
- Helped with onstage touch ups opening night of *Mary Poppins*

Seton Hill University, Greensburg, Pennsylvania

Carpenter Work Study | August 2014 – May 2018

- Constructed, loaded in, fixed, and struck sets for dance concerts, plays, and musicals
- Designed for and operated within a flexible black box theatre

ACTIVITIES

Freelance Graphic Designer, 2018 – Current
Independent Costume Creator and Cosplayer, 2014 – Current
Poster Designer for *Medea*, SHU, 2017
Assistant Stage Manager for *A Little Night Music*, SHU, 2015
Light, Sound, Wardrobe, and Hair and Makeup for various shows, SHU, 2014 – 2018