

JASMINE ELOISE RIGGINS

Creative Operations & Data Assurance Analyst

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PROFILE

Dynamic & highly organized administrative and fashion professional. Skilled in data management, record keeping, and stakeholder coordination, alongside proven experience as a Co-founder of contemporary London fashion label. Expertise in bridging the gap between creative storytelling and operational logistics through managing high-volume databases as well as managing fashion styling, shoot production and inventory. Recognized for attention to and proactive problem solving enhancing efficiency in fast paced environments.

WORK EXPERIENCE

Co-Founder,
Contemporary London Fashion Label (*NDA Protected*)

Dec 2024 – Present

- Planned, scheduled, and directed fashion campaigns and promotional digital materials, translating brand identity into visual concepts.
- Directed end-to-end shoot logistics, managing creative timelines, location setups, and cross-functional team scheduling.
- Coordinated with photographers, models, stylists, suppliers, and external creative professionals to ensure production ran seamlessly.
- Managed the physical organization and movement of high-value garments and samples, carefully tracking inventory before, during, and after shoots.
- Developed and styled looks, handled garment preparation (steaming, packing), and assisted with promotional digital content creation

Credentialing Data Analyst and Auditor,
Community Health Group

Feb 2023 – August 2026

- Maintained confidential records according to established processes and data protection standards.
- Proactively followed up with stakeholders to resolve outstanding information and ensure timely record completion.
- Managed inbound and outbound calls, providing clear communication to all stakeholders.
- Utilised Microsoft Excel and Google Workspace for effective data management and reporting.

EDUCATION

Health Administration
General Studies

AREAS OF EXPERTISE

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| • Data Quality Control & Auditing | • Stakeholder Communication | • Excel |
| • Confidentiality | • Database Management | • Google Workspace |
| • Reporting & Insights | • Inventory Management | • Problem Solving |
| | | • Shoot production & Logistics |