

TIME SHEET

EMPLOYEE NAME: MARILYN CHIU	TITLE: PRODUCTION INTERN
SUPERVISOR: DAVID GEBERER	STATUS: INTERNSHIP
SUPERVISOR NUMBER: 917-502-6537	

DATE	START TIME	END TIME	TOTAL HOURS	CUMULATIVE HOURS	ACTIVITIES
Mon. 1/29/2024	10:00 AM	5:00 PM	7	7:00:00	Vinyl and cut numbers and logos. Hang damp clothes and hang finished products. Clean work space by sweeping and wiping the tabletops. Model for one of Snow Milk's garments. Paint tote bags and black t-shirts. Used a sticker label and price on tags.
Tue. 1/30/2024	9:55 AM	5:00 PM	7:05	14:05:00	Fold and hang up clothes. Clean and organize the studio I mainly intern in by sweeping and arranging garments. Print out logos. Vinyl and cutting out logos. Tuesday is trash day, so I went to another studio of theirs and tidied up that studio and threw out trash.
Wed. 1/31/2024	9:55 AM	4:00 PM	6:05	20:10:00	Remove excess vinyl, cut individual logos, and print out extra logos. Teach interns how to use a pricing label to price tags, and how to use a tag gun to attach tags on garments. Hang clothes in the showroom and assort correctly sized garments. Assort hangers from broken hangers. Carry bundles of water bottles to the studio for employees and interns to drink.

Mon. 2/5/2024	10:05 AM	5:20 PM	7:15	27:25:00	Cover buttons on cargo pants with masking tape to prevent paint from staining. Print, cut, and remove excess vinyl logos. Laid out garments to be pictured and be uploaded to an online website. Record the printer printing on cargo pants. Assort a pile of sweaters and sweatpants from each other. Load a mini refrigerator with water bottles. Sweep the floor.
Tue. 2/6/2024	10:00 AM	5:00 PM	7:00	34:25:00	Remove access vinyls, cut logos to individual pieces, and print out logos. Sweep the floor. Label price on tags using label stickers. Attach tags on clothes using a tag gun. Hang garments after pricing and have attached tags on garments.
Wed. 2/7/2024	10:00 AM	4:00 PM	6	40:25:00	Remove access vinyls, cut logos to individual pieces, and print out logos. Label price on tags using label stickers. Attach tags on clothes using a tag gun. Hang garments after pricing and attaching tags on garments. Gather inks from a different studio and bring them back to the studio I intern in. Assort buckets of ink so that the screen printer can easily find the ink colors. Throw out trash by removing the bag out of the trash bin and insert new trash bags in trash bins. Carried garments to showrooms and assort them by the garment types and size..
Mon. 2/12/2024	10:05 AM	5:00 PM	6:55	47:20:00	Remove excess vinyls and cut out numbers and labels into individual pieces so it can be heat pressed to the garments.

					Bring garments to Chelsea Market by carrying duffle bags full of garments. Hang and assort garments from size and garment types. Dropped off garments at one of the stores in the Oculus center World Trade Center.
Wed. 2/14/2024	10:00 AM	4:00 PM	6	53:20:00	Sweep the floor. Pulling off excess vinyls, cut around logos, and print out more logos. Label price on tags using a label sticker gun. Attach tags on clothes using a tag gun. Hang garments after pricing and attaching tags on garments to clothing racks so that other interns can bring the garments up to the showroom.
Mon. 2/19/2024	10:00 AM	5:00 PM	7	60:20:00	Sweep the floor. Take off screens (mesh frames/stencil) off of the screen printing machine and put them on the side. Wipe off dust and clean the screen printing machine. Gather all online orders. Assemble and package online order to be shipped. Drop off online order package to shipping service store. Pick up food orders for employees. Record the employee renovating the studio.

Tue. 2/20/ 2024	9:55 AM	5:00 PM	7:05	67:25:00	<p>Hang garments on a rack to be brought to the storage room. Used tag guns to punch in price tags on garments. Bring equipment down to the studio such as paint, new print screen boards, fans, and a cart. Organized metal clothing rack in storage room. Store canvas tote bags and duffle bags in the storage room. Organized storage bins that contain garbage bags, screws, glue, tape, and shipping packages. Labeled storage bins for employees and interns to navigate where items are. Carried full bags of new garments to the studio. Labeled those full bags of new garments. Laid out and took the garment off of the ink dryer for the screen printer to print on garments. Sweep the floor for interns to picture garments for an online website. Right down "Close the door!!!" on copy paper because interns do not close the door and then taped the sign on the door for people to see. Fold down cardboard boxes to be thrown out. Assemble and packaged online order. Dropped an online order to a shipping store.</p>
Wed. 2/21/2024	9:55 AM	4:00 PM	6:05	73:30:00	<p>Take out excess vinyl and print more logos for the heat presser. Lay out garments for screen printers to screen print designs. Put the garment on an ink cure to dry the paint on garments. Tape garment buttons on sleeve for screen printer to print on</p>

					sleeves. Clean paint residue off of the screen printing panel so that the residue does not get on other garments. Order and pick up food for employees.
Mon. 2/26/2024	9:50 AM	5:00 PM	7:10	80:40:00	Fix and reset the settings of the bluetooth doorbell so that when an intern arrives at the studio and presses the button, it notifies employees or interns who are already in the studio to open the door. Carry clothes rackets from the showroom to the studio. Assemble clothes rackets to see if they can stand and are compatible with each other. Carry garments and assort them in the showroom. Drop off online orders to shipping stores. Carry clothes racket and garments to Snow Milk new opening retail store in the Oculus shopping center that would launch on March 1st. Take garments out of the duffle bags and hang the garments on the clothes racket in the new retail store. Assort white hangers from red hangers. Take out garments from the ink curer and put the garments at the station where the heat presser will heat press numbers onto the garments. Remove excess vinyl off of preprinted number vinyls.
Tue. 2/27/2024	10:00 AM	5:00 PM	7:00	87:40:00	Peel off excess vinyls of vinyl number sheets. Printed out logo vinyls. Remove garments after garments went through the ink cure. Place the garments at the heat pressing station. Store water bottles in the refrigerator. Sweep the

					<p>floor. Clean the table for interns and employees to have a clean work space. Assemble clothes hangers to see if each part is compatible and once the clothes rack is completely built, then it has to be taken apart and wrapped together. Went to the showroom and picked out garments and folded the garments to be put in the duffle bag. Gathered duffle bags full of garments, paintings, and arcade machines and traveled to the Oculus center to drop off the items to the retail store. In the retail store, we hung up the garments from the duffle bags and switched out plastic hangers to wooden hangers.</p>
Wed. 2/28/2024	9:53 AM	4:00 PM	6:07	93:47:00	<p>Print out logos, peel off excess vinyls, and cut out individual vinyls. Sweep the floor. Add bottles of water to the mini refrigerator. Replace white hangers to red hangers. Gather chosen garments by employees, fold garments and insert the folded garments in duffle bags to be brought to the Oculus. Put away empty duffle bags and laundry carts in the showroom. Put a garment that has wet paint to the ink cure, so it can dry. Gather garments from the ink cure and pass it to the screen printer to screen print other sides of the garments such as the hood, chest, back, sleeves, or shoulders. Use tag guns to insert price tags on garments.</p>

<p>Mon. 3/4/2024</p>	<p>10:15 AM</p>	<p>5:00 PM</p>	<p>6:45</p>	<p>100:32:00</p>	<p>Gather garments under ink cure and place the garments on a rolling cart. Sweep the floor. Take out trash bags from trash bins and insert new trash bags. Photograph picked garments and a canvas tote bag by the owner. I use my phone to photograph the garments. I captured the front, back, code number, logo and size of the garments and a tote bag. I sent the photos by messaging my supervisor so they can upload the photos to the online store. I remove excess vinyls off of the logos. I gather and fold garments chosen by and insert them in the duffle bags to be brought to the Oculus center and then to the retail store. I assembled a standing garment tree rack. After I was done assembling, I attached canvas tote bags to the hooks of the rack. I cut velcros and attached the velcros to canvas and screen printers so that it can be attached to the retail walls.</p>
<p>Tue. 3/5/2024</p>	<p>9:58 AM</p>	<p>5:00 PM</p>	<p>7:02</p>	<p>107:34:00</p>	<p>Remove excess vinyl off of logos. Cut individual logos. Use a tag gun to insert price tags into clothing labels. Used a price gun sticker label to print out prices that are not on hand. Insert hangers within garments and hang the garments on the clothing rack. Find a garment that a consumer ordered online, print out a shipping label, gather stickers, flyers, Snow Milk bag, and insert all into a packaging bag. Then dropped off the package to the shipping store. Carry</p>

					<p>packages brought and ordered by an employee to the studio. Hang white hangers where it is stored. Assemble clothing racks. Remove tape off of clothing racks. After removing the tape, remove sticky residue by using a scraper and magic eraser. Cut velcros and attach the velcros on canvas so it can still be on the wall of the retail store. Measure the width and height of the retail wall.</p>
<p>Wed. 3/6/2024</p>	<p>9:50 AM</p>	<p>4:00 PM</p>	<p>6:10</p>	<p>113:44:00</p>	<p>Sweep the floor. Organize tabletop by putting markers into pen holders, throw away dirty paper towels into garbage bins, and put scissors in the pen holders. Bring disassembled clothing racks from the showroom to the studio and store them in the storage room. Fold chairs in the studio and store them in the showroom. Fold laundry carts in the showroom and bring white hangers from the showroom to the studio and hang them to its storage space. Count how many black and pink hoodies are there and report it to the owner. Photograph the front, back, code number with logo and sizing of a t- shirt and a trench coat. Then send the photos to the owner, so they can edit and add the photographs to the online store. Gather curtains and equipment then put them in the laundry cart to bring to the retail store. Went to the retail store located in the World Trade Center Oculus center to use gun tag to attach price tags</p>

					to garments that do not have a price tag yet and add velcro to screen print canvas, so the canvas can be displayed on the walls and when customers walk in the retail store, they can see how the garments was made. Assort garments into the correct sizing space on clothing racks. Help hang curtains to the wall in the retail store.
Mon. 3/11/2024	9:57 AM	5:00 PM	7:03	120:47:00	Sweep the floor. Remove bottles of water that are not fully dranked by employees and interns off of the table tops by pouring out the leftover water in the sink, so there is space to work on. Remove the trash bag from the trash bin because it was overflowing with trash. Insert a new trash bag into the garbage bins. Take packages of online orders to the shipping store. Go to the 99 cent store to buy a key ring for the owner. Traveled to the hardware store to buy super glue. Package online order by searching for the garment, fold the garment, get stickers, and packaging bag. Insert the garment and stickers in the packaging bag and seal off the package. Attach the shipping label on to the package. Assort trenches from blazers and fold them so that employees and interns can tell the difference between them. Climb on the ladder and gather sweat suits from the top shelves to the bottom shelves. Gather garments picked out by head of sales and insert them into the duffle bags to be brought to the

					<p>retail store located in the Oculus center. Fold more blazers and jumpsuits brought by another employee. Fold up laundry carts, duffle bags, and a ladder in the showroom. Assort garment types and sizes in the retail store, so that it is easier for customers to find. Write down the inventory of garment types and sizes from the retail store and report it to the head of sales.</p>
Tue. 3/12/2024	9:52 AM	5:00 PM	7:08	127:55:00	<p>Put water bottles in the mini refrigerator. Gather jumpers and rompers from the studio to the showroom and assort them from blazers and dresses. Gather bleached hoodies from the studio to the showroom and hang the bleached hoodies with the other hoodies that are already hanged. Carry hangers from showroom to the studio. Bring online packages that were already packaged to the shipping store. Gather online garments such as a blazer, a trench coat, and sweater, big stickers, small stickers, magnets, air freshener, print out shipping label, and packaging bag. Fold all garments and insert them in the packaging bag along with the stickers, air freshener, and magnet. Drop off the package to the shipping store. Use a gun tag to insert the price tag to the garment with the correct pricing. Use a price sticker gun to label tags. Fold blazers and hoodies to insert them in a duffle bag. Carried the duffle bag along with a painting to the</p>

					<p>World Trade Center to drop off the garments to the retail store. Photographed using a phone and pictured the front, back, vinyl numbers and logo, and sizing of hoodies, blazers, a trench coat, sweatshirt, and bleached shirts. Send the photos to the owner so that they can edit and add the photo to the online store. Measure and level the screen printing machine so that the screen printer can print the garments at the correct place of the garments. Carry the inked garment to the ink cure so that the paint can dry. Gather garments dried and place the garments on a rolling cart for the screen printer so they can screen print on a different side of the garments. Scrape off excess paint off of the screens into a bucket so that the screen printer can add a different colored paint.</p>
Wed. 3/13/2024	10:00 AM	4:00 PM	6:00	134:55:00	<p>Put water bottles into the refrigerator. Grab a duffle bag from the showroom to the studio, fold garments, and insert the garments into the duffle bag so that the employee can bring the garments to the retail store located in the World trade center. Find garments from the online clothing rack to package and be dropped off to the shipping center. Print shipping labels, find the garment, grab large and small stickers, flyers, and shipping packages. Fold the garment and insert the stickers, flyers, and garments into the</p>

					<p>packaging. Drop off the package to the shipping store. Gather blazers and trench coats from the studio to the showroom and hang them with the other blazers that are already there. Hang shorts and place them on a clothing rack. Use a gun tag to tag the price tag into the garment. Use a label sticker gun to print out prices and stick the sticker onto the tag.</p>
<p>Mon. 3/18/2024</p>	<p>9:56 AM</p>	<p>5:00 PM</p>	<p>7:04</p>	<p>142:59:00</p>	<p>Insert water bottles into the refrigerator. Sweep the floor. Lift up the garbage bag from the garbage bin and insert an empty garbage bag into the garbage bin. Carry hangers from the showroom to the studio. Assort blazers from trenches in the showroom by hanging them in different spots so when interns and employees enter the showroom they can easily find what they need to get.. Assort khakis pants from sweatpants in the showroom. Assort bleached t shirts from non bleached t shirts in the showroom. Used a tag gun to insert price tags into garments. Used a sticker label gun to label tags with correct prices. Folded trenches and blazers. After folding the garments, the garments were placed on the shelves. After the owner bleached the hoodies, crewnecks, and long sleeves I gathered the bleached garments into the laundry bags and traveled with the laundry bags to the laundromat to be washed and dried by inserting the</p>

					<p>garments into large and medium sized washing machines. After the garments were washed, I pulled out the garments and inserted them into the drying machine, letting them dry for about 40 to 50 minutes. After carrying the garments back to the studio, I was instructed to take out the garments out of the laundry bag and lay out the garments for the heat presser to press vinyls onto the garments. After the screen printer screen printed on the garments, I pulled the garments and lay out the garments onto the ink curer for the paint to dry. Teach an intern how to take picture of garments for online store by laying out garments by demonstrating to not cover the front of the hoodie with long sleeves because if the long sleeves are over the front, the front design would be covered and blocked by the long sleeves and consumers online would not know the whole design of the garment.</p>
Tue. 3/19/2024	9:57 AM	5:20	7:23	150:22:00	<p>Gather crewnecks and hoodies that were custom ordered and lay them flat onto rolling carts. Remove water bottles that were not fully drunk by pouring the water into the sink and throw out the empty plastic bottle to the garbage bin. Clean the tabletop by putting pen, markers, scissors into the pen holder. Find a garment in the online clothing rack that was purchased online by an online customer. Get stickers, flyers,</p>

					<p>print out shipping labels, and get a shipping bag. Fold the garment and insert the folded garment, stickers, and flyers into the shipping bag. After packaging the garments, I dropped off the package to the shipping store. The owner told me to have some interns drop off garments to the warehouse port authority and I delivered his message to the interns at the studio. I lay out the garments into the ink curer after the screen printer printed onto the garments. I measured out the screen printing palette to align the screen and the palette when printing on garments. I dropped off my garments at a retail store in the Oculus center.</p>
<p>Wed. 3/20/2024</p>	<p>9:55 AM</p>	<p>4:00</p>	<p>6:05</p>	<p>156:27:00</p>	<p>Insert hangers into garments and hang the garments on the clothing rack. Used a tag gun to insert price tags into garments. Used a Label sticker gun to label prices on price tags. Remove trash bags from the trash bin by lifting up the filled trash bag and tying the garbage bag so that the items do not pour out. Get a new trash bag and insert the new bag into the garbage bin and secure the bag from moving around with tape. Lay out garments onto the dryer so that the ink on the garments can dry. After the ink dried, I placed the blazers, hoodies, long sleeves, and crewnecks onto the rolling cart so that the screen printer could print on a different side of the garments.</p>

					Assort garments by size and types of garments. Cover buttons on garments with tape so that when the screen printer prints on the garments, the buttons will not be covered in paint.
Mon. 3/25/2024	9:51 AM	5:00 PM	7:09	163:36:00	Insert hangers into garments and hang the garments onto the clothing rack. Use a tag gun to insert price tags into the garments. Use a sticker label gun to print out prices and attach the stickers onto the tag. Assort stickers, flyers, air fresheners, and magnets. Insert water bottles into the mini refrigerator. Take pictures of garments so that the owner can edit and add the photos onto the online store website. Assort garments onto the designated area in the showroom. Cut cardboard boxes into smaller pieces so that it is easier to throw out. Fold garments such as hoodies and insert the folded garments into shelves. Cover buttons of blazers, trenches, and varsity jackets so that when the screen printer prints onto the garments, the buttons would not be stained by paint.
Tues. 3/26/2024	9:56 AM	5:00 PM	7:04	170:40:00	Tape cardboard boxes together with duct tape so that when employees and or interns throw out the trash bags, they can easily carry the cardboard boxes in one go. Weed out small parts and negative space vinyl by using a sharp tool. Used a gun tag to insert price tags into garments. Used a price sticker gun to print out

					<p>prices and attach the sticker onto the Sow Milk tags. Carry Snow Milk's gloves and place them onto the showroom shelves. Folded garments and put them in a plastic bag so it can be dropped off. Lay out garments onto the dryer so that the ink can dry. Insert hangers into garments. Deliver garments to other interns to bleach the garments. Folded garments into a backpack and duffle bag and traveled to Hamlet Vintage and dropped off garments. After coming back from the Hamlet Vintage store back to the studio, I folded the backpack and duffle bag, then placed them into the cabinet.</p>
<p>Wed. 3/27/2024</p>	<p>9:53 AM</p>	<p>4:00 PM</p>	<p>6:07:00</p>	<p>176:07:00</p>	<p>Weed out the negative space of the vinyl for garments by using a sharp tool to peel and pick off the vinyl. Cut individual numbers and logos. Traveled to Port Authority to drop off garments such as blazers, crewnecks, and hoodies to Art to Ware. Sweep the floor. Gather water bottles and insert the water bottles into the refrigerator. Used a tag gun to insert price tags into garments. Printable price stickers using a label sticker gun. Arrange garments to its designated area in the showroom. Cover blazers buttons on the front and sleeves with tape. Organize the table tops by putting scissors, markers, and pens into the pen holder.</p>

<p>Mon. 4/1/2024</p>	<p>10:05 AM</p>	<p>5:05</p>	<p>7:00</p>	<p>183:07:00</p>	<p>Arrange garments of colors and types on the shelves. Fold hoodies and place them on the shelves. Remove plastic bags from each of the hoodies. Take out garments out of the cardboard boxes. After taking the garments out of the cardboard boxes, I had to fold the cardboard boxes neatly and place them in one area. Label the shelves by size. Bring the ladder from the showroom to the studio. Weed out excess negative space from vinyl. Insert vinyl sheet in the printer to print out logos. Use a tag gun to insert a price tag into garments. Use a sticker gun to print out prices. Photograph online orders by pulling out garments from the clothing rack labeled as Online orders, and capture the front, back, Snow Milk logo, and size. Then send the pictures to the owner, so they can add the photos to the online website. Drop off packages to the shipping center. Package online order by folding the garments and insert the garments, stickers, and flier into the packaging bag. Put the address label onto the packaging and then drop off the package to the shipping center. Adding water to the refrigerator. Laying out the garments onto the oven for the paint to dry.</p>
<p>Tues. 4/2/2024</p>	<p>9:54</p>	<p>5:00</p>	<p>7:06</p>	<p>190:13:00</p>	<p>Drop off online order package to the shipping Remove negative space from vinyl by using a sharp tool to pick out. Insert sheets of vinyl into the</p>

					<p>printer to print out more Snow Milk logos. Sweep the floor. Assist another intern by scrunching the hoodies full of fresh bleach from the front and the back. Then insert the hoodies into the laundry bag. After inserting all the hoodies in the laundry bag, we placed the laundry bag into the laundry cart to easily move the bags to the laundromat. Insert all the hoodies into the largest washing machine. Add money to the laundromat card by using the laundromat machine. After the hoodies are washed, we take out the hoodies into the cart and insert the hoodies into the drying machine and let it dry for 35 minutes in each machine. After the hoodies are dry, we insert the hoodies back into the laundry bag and insert the laundry bag into the laundry cart and travel bag to the studio. We laid out the hoodies for the heat presser to press vinyls onto the garments. Use a tag gun to insert a price tag into the garments. Used a sticker label gun to print out prices. Insert hangers into garments and place the garments onto the clothing rack in the studio and in the showroom.</p>
Wed. 4/3/2024	9:50 AM	4:00 PM	6:10	196:23:00	<p>Put in the vinyl sheets into the printer to print out the Snow Milk logo. Change the garbage bag by pulling the full trash bag up and out of the bin and tie it up. Insert a new garbage bag into the trash bin and use tape to hold down the garbage</p>

					<p>bag, so that it would not move around when one were to toss in trash. Insert water bottles into the mini refrigerator. Use a tag gun to insert price tags into the garment. Use a sticker label gun to price out prices. Insert hangers into the garments and hang the garments on the clothing rack. Pulling dark and light trench coats, light and dark blazers, and hoodies for the screen printer to print on the garments. Use tape to cover the buttons on trenches and blazers so that the paint does not get on the buttons. Open boxes for employees that were delivered to the studio.</p>
<p>Mon. 4/8/2024</p>	<p>10:03 AM</p>	<p>5:03</p>	<p>7:00</p>	<p>203:23:00</p>	<p>Grab garments such as t-shirts, crew neck, hoodies, and blazers off the online clothing rack for other interns to fold and package the orders so they can be shipped to the customers. Insert water bottles into the refrigerator. Stack boxes on top of each other. Cut open a box full of Snow Milk printed grocery bags and carry the grocery bag from the studio to the showroom. Fold the cardboard box and place the folded box near the garbage area. Use a tag gun to insert priced tags into garments. Insert hangers into hoodies and blazers then hang the garments onto the clothing rack. Use a sticker gun to print out prices. Insert vinyl sheet into printer to print and cut out Snow Milk logo. Travel from the studio to Hamlet's Vintage to drop off garments. Carry bags full of</p>

					garments brought by an employee to the studio. Pick up a prescription for the Owner.
Tues. 4/9/2024	9:56 AM	5:00 PM	7:04	210:27:00	Peel the negative space of the vinyl by using a sharp tool. Cut open boxes delivered by employees and take out hoodies and crewnecks. Then stack them on top of each other on a rolling cart. Take out hoodies out of individual plastic packages. Assort the hoodies by color. Assist screen printers by measuring the panel to the correct measurement by using a ruler. Wipe off excess paint off of garments and panel for the screen printer to have a clean work space. Lay out the garment into the oven for the paint to dry. Gather garments from the bin to the rolling cart. Insert a new garbage bag into the trash bin and attach tape so that the trash bag does not move. Take out bleached hoodies out of the washing machine and insert the garments into the dryer to dry for one hour and fifteen minutes. After the garments are dry, I gather the garments into the laundry bag and travel to the studio and fold the garments and place them on the shelves.
Wed. 4/10/2024	9:55 AM	4:00 PM	6:05	216:32:00	Insert vinyl into the cameo cutter so that it can cut the outline of the Snow Milk. Insert a water bottle into the refrigerator. Lift a garbage bag out of the trash bin and insert a new garbage bag into the trash bin. Placed tape onto the bag

					and trash bin so that the bag does not move around. Use a tag gun to insert a price tag into garments Use a sticker gun to print out prices. Insert hangers into the garments Commute from Snow Milk studio to Chelsea Market to drop off blazers for salespersons. After the screen printer printed on the garments, I pulled the garments off the panel and laid out the garments onto the oven to dry the paint.
Mon. 4/15/2024	10:30 AM	5:00 PM	6:30	223:02:00	Grab water bottles from the showroom to the studio and insert water bottles into the refrigerator. Take photos using my phone of the front and back of cards. Then send the photos to the owner of Snow Milk. Choose garments from the showroom and bring them to the Byliv Handmade shop for fitting. Arrange garments to make an outfit for fitters to fit into so that it is ready to be worn without having to figure out which is which when they walk the runway. After each fitting, I photographed the fits and sent the photos to the owner. I traveled back to the studio with garments that would not be worn on the runway and inserted hangers into the garments.
Tues. 4/16/2024	9:55 AM	5:00 PM	7:05	230:07:00	Remove negative space from the vinyl with the use of a sharp tool and cut the vinyl for the heat presser to heat press on the vinyl. Find garments from the online clothing rack to package and drop off to the

					<p>shipping center. Gather flyers, small stickers, large stickers, grocery bags, and packaging bags. Folded the garments neatly to fit into the packaging bag. Peel off label paper and place the label on the packaging. Used a tag gun to insert pricing labels into the garments. Used a sticker label gun to print out prices. Insert hangers into garments. Bring garments from the showroom and hang the garments in the designated area. Escort clients into the showroom so that they can choose what garments they want to purchase. Assist the client in trying on the garments.</p>
<p>Wed. 4/17/2024</p>	<p>9:50 AM</p>	<p>5:00 PM</p>	<p>7:10</p>	<p>237:17:00</p>	<p>Find a garment from an online clothing rack, get a small sticker, a large sticker, an air freshener, and a packaging bag. Fold the garment and insert the package in the packaging bag. Drop off the package to the shipping center. Crop online photos so that the main focus of the photo would be the garments. Tape cardboard boxes together. Assist in putting in a new garbage bag in the trash bin. Take out garments out of the washing machine and insert the garments in the dryer for 35 minutes. Take out garments from the dryer and insert the garments into the laundry bag. Bring back the laundry bag full of garments back to the studio. Lay the garments into the cubbies. Remove negative spacing from the vinyl sheets</p>

					and cut out individual logos and numbers. Used tag guns to insert labels into the garments. Used a sticker label gun to print out labels. Insert hangers into the garments and hang them on the clothing rack. Pick out garments to be dropped off the Hamlet Vintage and pick up a check for the owner. Grab garments off the shelves for the employee who works a night to screen print on the garments such as solid hoodies, long sleeves, and tie-dye hoodies.
Wed. 5/1/2024	9:50 AM	4:55 PM	7:05	244:22:00	Commute from the studio to the shipping center to drop off already packaged orders. Insert water bottles into the refrigerator. Sweep the floor. Used a tag gun to insert price tags into the garments. Insert hangers into garments and then hang the garments on the clothing rack. Fill a backpack with a disassembled swiffer, swiffer cleaning liner, and glass frames to be dropped off to the retail store located at the Oculus center. Commute from the studio to the Oculus center. Assembled the swiffer and swiped the floor. Arrange and position the security camera so that the camera does not move around and captures the movements in the retail store. Gather some garments from the retail store to be brought back to the studio. Packaged an online order by gathering a packaging bag, a flier, small and large sticker, and a packaging slip. Folded to garments and inserted the

					<p>garment into the packaging bag. Dropped off the package to the shipping center. Used employee money to buy a spatula so that paint can be scraped off of the heat presser. Bring garments from the studio to the showroom and rearrange the garments in its coordinated spots. Open the doors for other interns</p>
<p>Mon. 5/6/2024</p>	<p>9:55 AM</p>	<p>5:00 PM</p>	<p>7:05</p>	<p>251:27:00</p>	<p>Lay out t-shirts from a black bag. Insert water bottles into the refrigerator. Insert laid-out shirts into a new black plastic bag and have an employee bring the bag into the showroom. Laid-out hoodies onto a rolling cart. Carry two empty duffle bags to the showroom from the studio. Train a new intern by showing where to do the laundry in the neighborhood, where the showroom is located, how remove negative spaces from the vinyl by using a sharp tool, how to insert the vinyl sheet into the printer to print out more of the Snow Milk logos, where to hang the garments after inserting the hangers into the garments, how to insert price tags into the garments, how to fold the garments, how to package an online order, and where to drop off the online orders to the shipping center. Sweep the floor.</p>

Supervisor comment: Marlyn is a great intern. She shows up with a positive attitude and is a pleasure to have helping. Would recommend

Sincerely,

A handwritten signature in black ink, appearing to be 'D. Gerberer', with a long horizontal stroke extending to the right.

David Gerberer
Owner, Snow Milk