

# NAME

4007 View Court

City, ST zip

email@yahoo.com

800.867.5309

## PROFILE SUMMARY

Bilingual **Merchandising Professional** with 12 years of progressive experience in international inventory coordination for the world's premier jeweler. Recognized for completing quarterly revisions of International Pricing, creating training materials for international retail staff, and supplying adequate merchandise during the opening of 12 retail stores throughout Europe and Asia. An articulate communicator who collaborates cross-functionally to ensure the timely and accurate order fulfillment of high-profile clients, as well as appropriate replenishment levels. Proficient in MS Word, Excel, Access, Power Point, JD Edwards and AS/400 systems.

## PROFESSIONAL EXPERIENCE

**COMPANY**, New York, NY

**1995 – 2007**

### Coordinator, Asia Retail

2002 – 2007

Supported activities surrounding International Retail store openings and relocations. Assisted in projects involving the revision of International Pricing.

- Monitored special or important merchandise inquiries to capture sales opportunities and develop familiarity with new products, including Business Sales Merchandise.
- Interfaced regularly with Cost Accounting, Custom Design, Business Sales, QA, PDM, Sales Service and Jewelry services, on various projects, to facilitate and expedite orders.
- Followed up on after-sales service timing, pricing and policies to ensure high service standards.
- Served on a team responsible for selection and distribution of Traveling Collections and special event merchandise.
- Monitored and reported international issues involving counterfeit merchandise, reducing the occurrence of illegal activities.

### Senior Business Analyst

2001 – 2002

Collaborated on the implementation and support of JD Edward's operational and point of sale applications at select Company international retail locations.

- Performed testing of JD Edwards system environment prior to implementation, to minimize unforeseen issues.
- Provided training for International staff in the effective use of JD Edwards and POS, including the development and modification of instructional materials.
- Created a MIPS instructional manual intended to efficiently train all International retail personnel.

### International Senior Analyst

1995 – 2001

Assisted with all International retail store openings, merchandise distribution and overall analysis. Monitored Core/Assortment inventory availability in all international retail stores.

- Evaluated International models for merchandise replenishment and recommended changes based on trends.
- Maintained constant contact with NY merchandising and supervised the flow of International stock and sold orders, ensuring accurate reporting of availability of merchandise.
- Processed and followed up on International Retail and Corporate orders through MIPS, making sure they were fulfilled in a timely manner.
- Utilized JDE system to access up-to-date on-hand inventory and each international branch.
- Coordinated special projects to analyze replenishment, model stock levels, historical sales and inventory levels by the use of existing reports and AS400 downloads.
- Provided merchandise support to fulfill all International advertisements, special events and editorials.

## AWARDS

Company Cornerstone Award, 1999, 2001

## EDUCATION

**BA**, Psychology, State University, City, ST, 1995

Minor: Paralegal (ABA Paralegal Certification)