

# Robert Smith

## Assistant Buyer III

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## SUMMARY

Versatile and seasoned professional with 20+ years of sales management experience, who has a passion for driving sales through outstanding customer service. A reliable asset who is strategic, creative and resourceful. A sales professional willing to work as needed to achieve overall business goals. I am a team player, but can also work independently to achieve results. A relationship builder with experience in real estate sales and retail sales.

## SKILLS

Microsoft Excel, Microsoft Office, Ecommerce, Analytics, Forecasting.

## WORK EXPERIENCE

### Assistant Buyer III

ABC Corporation - 2001 - 2003

- Assisted buyer with operation of \$28M Crystal Department.
- Developed and monitored inventory assortments for 82 store locations Placed, tracked and adjusted orders, based on rates of sale and open to buy.
- Assisted in product development, order placement, tracking and distribution of private label program, ensuring appropriate stock to sales ratios for all 82 locations.
- Negotiated with vendors for aggressive pricing, advertising support, markdowns and returns.
- Responsible for all aspects of advertising, product layout, pricing, and copy Created signage for entire crystal assortment and promotions.
- Directed all stores on proper signage, merchandising techniques, product flows and adjacencies.
- Worked closely with vendors to advertise, plan and coordinate special events, such as Waterford Artisan Events.

### Assistant Buyer

ABC Corporation - 2000 - 2001

- Assistant Buyer for Mens and Womans Apparel and Domestic merchandise for twenty one retail stores.
- Assist the three buyers with selecting new merchandise by working closely with the buyers and vendors, writing orders, tracking sales, watching margins, managing inventory, working and verifying the return of defective shipments, tracking payment of invoices and planning store advertising.
- Achieving the highest standards of professionalism when speaking to store associates when issues surfaced at store level.
- Ensuring floor plans were accurate and up to date per store.
- Maintaining a professional demeanor in both attitude and attire at all times.
- Speaking to vendors on new merchandise.
- Ensured new inventory was appropriately distributed to all stores to promote sales..

## EDUCATION

Bachelors of Science in Design and Merchandising - (Drexel University - Philadelphia, PA)