Ecommerce Coordinator

ROBERT SMITH

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Objective

Highly qualified Ecommerce Coordinator with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

Skills

Microsoft Word, Excel, Microsoft Office, Adobe Acrobe, Word Perfect, Vantage Point, Commercial Ware, Retail Pro, Magneto, SAP.

Work Experience

Ecommerce Coordinator

ABC Corporation - 2008 – 2009

- Enhanced the revenue performance of all operating hotels within the Groups portfolio through the development and evaluation of internet strategic marketing.
- Produced reports from the Opera Property Management System as necessary.
- Maintained brand website information and ensure consistent product information across all internet channels.
- Executed audits of the hotel information in GDS systems.
- Produced monthly reports on website traffic and on booking engine pace.
- Set-up and maintained analysis of competitive set websites, monitoring special offers, links and pricing and concise, quantifiable format.
- Implemented and supported of internet marketing campaigns along with developing special offers to place on brand websites and others to attract multiple market segments.

Ecommerce Coordinator

Delta Corporation - 2005 – 2005

- Brought on for the holiday season to help improve the companys Amazon.com storefront.
- Started out ensuring inventory accuracy, and eventually become responsible for the storefront itself, with the exception of customer service .
- An average day included order and return processing, forecasting seasonal styles, ensuring availability and inventory accuracy, and looking through .
- Maintain product catalog and promotions weekly Responsible for product and sample pulls Monitor and verify with vendors that samples have been sent .
- Responsible for online content including home page, categories, sub-categories, product pages, promotions and information pages for outdoor furniture .
- Coordinated with buyers, warehouse and outside photo studio to ensure completed production, 100% on time and within budget Controlled digital images .
- Supported two eCommerce Managers with invoicing and administrative details - Generated reports to distribute to Marketing team for individual hotel .

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Education

Certificate In Project Management

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