

# Robert Smith

## Associate. Merchandise Assistant

### PERSONAL STATEMENT

Exceptional communication skills and willingness to get to know customers with results of better shopping experience and consistent customer retention.

### WORK EXPERIENCE

#### **Associate. Merchandise Assistant**

**ABC Corporation - November 2010 - September 2012**

##### *Responsibilities:*

- Purchase Order Tracking and PO confirmation, price changes.
- Monitor purchase order status, track production.
- Maintained shipping schedule both foreign and domestic in Excel & followed up on all shipments.
- Partnered with visual merchandising, resolved in-store issues guidelines meet Cost Plus standards.
- Proofread ad signs for promos and store events.
- Created merchandise proposal to Client Teams for new programs within acceptable guidelines.
- Custom Program reports of inventory or via the customer service department.

#### **Associate. Merchandise Assistant**

**ABC Corporation - 2007 - 2010**

##### *Responsibilities:*

- Merchandising and procurement for all store locations for this Houston based Fashion Department Store.
- Responsible for purchasing set-up and tracking from inception to completion.
- Forecast and set up material/size packs per store.
- Coordinate orders, shipping and pricing points from various world-wide vendors.
- Initiate and maintain excellent communication with stores, warehouse personnel and numerous vendors.
- Manage return of samples to vendors.
- Maintain accurate trouble resolutions and kick-out reports..

### Education

Diploma

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Teamwork, Team Building, Team Leader, Analytics, Reporting, Data Analysis, Project Management.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)