

Merchandising Coordinator

ROBERT SMITH

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Objective

A position in the area of customer service and sale. Past experience covers a wide range of Responsibilities in customer service, merchandising, and inventory management.

Skills

Microsoft Office, Caterease.

Work Experience

Merchandising Coordinator

ABC Corporation - September 1997 - November 2001

- Plan and prepare advertising and promotional material to increase sales of products or services, working with customers, company officials, sales departments and advertising agencies.
- Confer with clients to provide marketing or technical advice.
- Confer with department heads or staff to discuss topics such as contracts, selection of advertising media, or product to be advertised.
- Prepare and negotiate advertising and sales contracts.
- Plan and execute advertising policies and strategies for organizations.
- Provide presentation and product demonstration support during the introduction of new products and services to field staff and customers.
- Formulate plans to extend business with established accounts and to transact business as agent for advertising accounts.

Merchandising Coordinator

TJX Corporation - 1992 - 1997

- Coordinates 2/3 of one of the districts largest volume stores with sales of seven million per year.
- Operates the cash office and customer service desk Demonstrates team approach to solving problems and obtaining goals.
- Work with peers in hiring needs, establish company development Understand and apply cash control and asset protection policies and procedures.
- Input data to prepare daily sales reports and regularly use weekly and monthly data to develop sales and promotional strategies.
- Able to plan, organize, lead and coordinate a staff of forty-seven.
- Apply knowledge of planning and allocation process, merchandise mix, presentation standards.
- Understand off load procedures, prioritization and flow of merchandise to floor.

Education

