

# Robert Smith

## Product Development Coordinator/Manager

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### SUMMARY

The driven leader of coordinating experience in working with cross-functional and executive-level teams to accomplish organizational goals within demanding deadlines. Possesses strong attention to detail and excels in fast-moving environments.

### SKILLS

Knowledge In Excel, Microsoft Word, Microsoft Power Point, Microsoft Outlook, Photoshop.

### WORK EXPERIENCE

#### Product Development Coordinator/Manager

Williams Sonoma, Inc - June 2010 – 2019

- Initiated a pre-meeting schedule for our design team that improved cross-team efficiency.
- Coordinated a small team of cross-functional partners to plan, discuss, and execute organizational goals.
- Developed a seasonal timeline for our merchandising team in order to enhance productivity.
- Supported a team of designers and VP-level directors by accomplishing administrative tasks and company goals.
- Met and exceeded significant product goals and deadlines while maintaining a high level of quality.
- Maintained a strong work ethic and continually went above and beyond what was required.
- Developed strong trusted relationships with SVP-level directors through hard work and reliability.

#### Product Development Coordinator/Manager

ABC Corporation - 2006 – 2010

- Input/track information daily to meet objectives of staying on sourcing calendar goals for Wrangler Womens Western Wear, Bassett-Walker and Nutmeg.
- Organize and implement development packages for product development/pricing within 72 hours.
- Review submittal fabrics, trims and embroideries for approval and corrections to Designer.
- Communicate with overseas VF office (Hong Kong, Bangladesh, India), and factories monitoring development.
- Co-ordinate with overseas quality departments that factories were meeting VF Standards by testing of fabric, trim and product.
- Activated and implemented PDM computerized development packages..
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

BS