

ROBERT SMITH

Sourcing Coordinator

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Responsible for Proactively sourcing (identify) candidates utilising a broad range of channels and techniques as search engines, job board databases, social networking sites.

EXPERIENCE

Sourcing Coordinator

ABC Corporation - 2012 - 2014

- Managed Child of Mine (COM) and Just One You (JOY) brands for Walmart and Target, producing 400 million units and 650 million baby, playwear, and sleepwear garments.
- Communicated effectively with global vendors and skillfully negotiated costs with factories.
- Led cost engineering projects to analyze competitor pricing.
- Tracked preproduction samples and monitored production through WIP analysis.
- Used Singletree, Intellimas, Jesta, Eroom, ESPS, and Business Objects.
- Led team of contractors.
- Brought total gross revenue to \$337 from \$319 million for COM/JOY.

Sourcing Coordinator

Delta Corporation - 2011 - 2014

- Sourcing supplies for Walmart stores, Sams Club, and C Stores Work with suppliers to help drive new innovation for supplies in our stores Maintain PO.
- Helped develop and execute recruitment and marketing projects and events.
- Provided administrative support to directors by assisting with sales/marketing efforts, Krisam Events, and Tradeshow.
- Provided high-level customer service to meeting/event planners by evaluating RFPs, Proposals, and site selections.
- Handled clients site inspections, VIP requests, and facilitated contract negotiations between clients and hotel sales managers.
- Optimized workflow through the use and maintenance of the database.
- Assisted recruiters in sourcing candidates for various technical positions.

EDUCATION

- Bachelor of Science



SKILLS

Management, Administrative Assistant, Marketing, Account Management.