

FIRST LAST

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PROFESSIONAL EXPERIENCE

Resume Worded, New York, NY Aug 2018 – Present

Retail Buyer

- Worked with 300 existing suppliers and improved supply alternatives, helping to maintain the standard of Resume Worded.
- Designed new eCommerce tools that improved the invoice processing efficiency of 90 vendors across 25 states.
- Supported quarterly purchases for 10 retail stores averaging \$20K per month with a sales growth of \$242K per year.
- Supervised the planning, production, and buying for RW's brands and sales channels (retail, wholesale, and eCommerce) leading to a \$20M sales revenue, up 10% from previous years.
- Developed an ingenious system that tracked the preferences of 4K customers which led to an improved sales profit of 30%.
- Negotiated with 20 vendors to reduce the cost of merchandise by 15%, increasing profit margin by 35% in the first 6 months.

Growthsi, New York, NY Jan 2015 – Jul 2018

Assistant Buyer

- Negotiated prices on 20 high-demand items, saving Growthsi \$700K under 6 months of resumption, earning an early promotion ahead of 11 colleagues.
- Succeeded in maintaining an inventory of over 2K different products, ensuring they were always available all through the year.
- Managed relationships with 92 vendors and negotiated contracts for new product lines worth \$1M every quarter.
- Exceeded 17% yearly sales target by conducting product demonstrations to 500 customers, resulting in bonus payments in 2017 and 2018.
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Resume Worded's Exciting Company, San Diego, CA Jun 2011 – Dec 2014

Retail Sales Associate

- Conducted targeted upselling and cross-selling of men's briefs and shaving products based on their tastes, surpassed monthly sales quota by 30% for 2 years.
- Initiated and implemented customer loyalty programs that encouraged 4K customers to purchase twice as many products leading to a 70% increase in departmental sales.
- Conceived 5 effective sales methods which tripled sales goals and surpassed the KPI sales target by 30% in Q1 of 2013.

EDUCATION

Resume Worded University, San Francisco, CA May 2010

Bachelor of Arts; Business Administration

SKILLS

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|--------------------|--------------------|--------------------|---------------------------|
| • Technical Skills | • Retail Buying | • Store Management | • Trend Analysis |
| • Tools | • Atlassian JIRA | • Salesforce | • Microsoft Project |
| • Languages | • English (Native) | • French (Fluent) | • Polish (Conversational) |