

Rachel Oxford

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OBJECTIVE

To get a position as Buyer in a major store or department store.

ACCOMPLISHMENTS

- Great experience assisting buyers in the selection of item of clothing.
- Outstanding marketing and communication skills.
- Capable of preparing budgets, orders and inventories.
- Good at Excel, Windows and several purchasing systems.
- Updated with the latest in fashion.

EXPERIENCE

Park Square Department Store, Washington, D.C.
Assistant Buyer, 2005 - Present

More than 3 million sales per year. Assist all kind of public with their purchases. Prepare budgets and develop new merchandising concepts. Analyze sales and plan promotional events. Train new employees.

Union Store, Washington, D.C.
Assistant Buyer, 2001 - 2005

Keep records of purchased or transferred items updated. Negotiate with suppliers to obtain better prices. Work with other buyers and store manager to develop new marketing ideas. Give recommendations and assist shoppers.

EDUCATION

Associates in Business Administration, 2003
National Defense Intelligence College, Washington, D.C.