

**Leslie E. Monroe
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Profile: Motivated and intelligent professional with substantial analytical skills and experience.

Summary:

- 15+ years of experience working in an office setting
- Strong abilities in meeting deadlines and multitasking
- Excellent interpersonal skills
- Proficient in MacOS and Windows, MS Office, HTML, CSS, Javascript.

Education: Bachelor of Arts in English Literature, May 2001 Syracuse University, Syracuse, New York

Experience:

Purchasing Agent/Buyer, January 2015 -current

Kamco Supply, Woburn, MA

- Manages inventory of assigned commodities. Forecasts demand using multiple metrics including MRP requirements, finished good forecasts and usage history, makes procurement decisions and executes accordingly
- Leads resolution of supply interruptions and alerts the sales/planning department of shortages and/or changes that will impact the end user production schedules.
- Responsible for leading all activities regarding disposition and or resolution to material defects and issues of supplier non-performance.
- Responsible for maintaining integrity of procurement data in ERP system, including cost, lead time, and min/max inventory levels. Leads improvements in ERP system including the development of reports, alerts and other tools that increase departmental performance.

Content Specialist, Sept 2013-Nov 2014

Trip Advisor, Needham, MA

- Editing and standardizing information for international properties listed on Trip Advisor, prior to publication
- Responsible for the accuracy of thousands of listings
- Working in a timely manner to complete time-sensitive projects
- Responsible for mastering and utilizing Trip Advisor's system of categorization of said listings

Haircolorist/Stylist Level III and Assistant Salon Leader, Nov 2011-Jun 2013, SHAG Salon, Boston, MA

- Building and maintaining own clientele, while also acting as Assistant Manager
- Responsible for training staff on day-to-day client transactions, product knowledge, and upselling
- Maintaining retail product inventory and consumables inventory for salon
- Responsible for implementing various marketing campaigns, through local publications and social media, as well as email and direct mail
- Interacting directly with clients regarding any Customer Service issues

Spa Consultant/Salon Stylist, November 2008-October 2011, Essentials Spa and Salon, Melbourne, FL

- Performed typical reception duties; checking clients in/out, answering phones, booking spa appointments, handling large special occasion parties, maintaining client database, light cleaning

duties, etc.

- Building, Maintaining, and servicing own clientele

Colorist Level II, May 2008-November 2008, Salon Mario Russo, Boston, MA

- Building and maintaining own clientele, focusing on color and chemical processes/styling

Project Manager, February 2006-October 2007 Imagelinx USA, Inc., Wilmington, MA (Promotion from Accounts Assistant)

- Liaison between Imagelinx (ILI) and P&G Designers, Artwork Planners, and Program Managers for all Personal Care projects
- Manager of personal care production artwork, through internal P&G systems from conceptualization through actual dispatch of files to the printer on ILI's end
- Working with IT to develop automated systems for information retrieval, from P&G systems, and booking of artwork instructions into ILI's own database so as to increase accuracy and efficiency
- Personal Care jobs were new business to ILI in 2007, have managed the integration of P&G's systems with ILI's since the beginning, facilitated the organized structuring of this business by building relationships with key P&G employees

Program Assistant for French and Italian Dept, August 2005 to January 2006 UMass Amherst, Amherst, MA

- Directly assisted head secretary of department-answering phone, mail, and coordinating paperwork for French and Italian language programs
- Maintained office organization and proper supply level for 20 department professors.
- Interacted with and directed students with questions related to the French and Italian programs, inputting relevant information into program database for processing Study Abroad applications

Assistant Media Buyer, Oct 2003 to Mar 2005 Market Masters Legal, Northampton, MA

- Worked closely with a media buyer to place advertising media on television stations across the country and ensure effectiveness of said media buy.
- Developed market reports illustrating most effective possible placement of client's ads.
- Processed day-to-day paperwork to keep media buy running as ordered and procure the most profitable spots

Replenishment Analyst, Aug 2001 to Sept 2003 Filene's, Boston, MA

- Worked closely with various buying offices to ensure adequate stock levels in key items through the use of an automatic replenishment system
- Utilized internal corporate reports to track sales and identify sales opportunity within specific departments
- Worked with store managers to resolve inventory issues as they arose