

# Alice Tram

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**Address:** 10 Konark Road, Bonnie Brook, VIC, 3335 | **Mobile:** 0410 612 315

**Email:** Alicetra0109@gmail.com

## Education

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| 2016 – 2017 | <b>RMIT Associate Degree in Fashion and Textile Merchandising</b><br>Graduated with Distinction GPA 3.4 <ul style="list-style-type: none"><li>• Participant in 2017 Retail Initiatives – Assistant Team Leader</li><li>• 2017 recipient of RMIT Study Support Scholarship</li><li>• 2016 recipient of RMIT Study Support Scholarship</li></ul> |
| 2010 – 2015 | <b>Secondary Education/VCE</b><br>Taylors Lakes Secondary College <ul style="list-style-type: none"><li>• Part of the Top 10 VCE student of the cohort</li><li>• VCE English Award - Student of 2015</li></ul>   |

## Professional Award

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| 2022 | <b>The Reject Shop Limited</b> <ul style="list-style-type: none"><li>• Step-Up Award</li></ul> |
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## Employment History

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| June 2022– Present    | <b>Stock Flow &amp; Planning Analyst</b><br>Spotlight Pty Ltd, South Melbourne <ul style="list-style-type: none"><li>• Utilizing automated tools for data extraction</li><li>• Rectifying coding errors, eliminating corrupt data</li><li>• Creating, maintaining, and reformatting databases and data systems for enhanced readability</li><li>• Conducting thorough analysis to evaluate data quality and significance</li><li>• Generating management reports outlining patterns, and forecasts</li><li>• Engaging collaboratively with diverse teams and departments to craft customized reports aligned with their specific requirements.</li></ul> |
| Mar 2021– June 2022   | <b>International Supply Chain Coordinator</b><br>The Reject Shop Limited, Kensington   |
| Mar 2019 – March 2021 | <b>Buyer Supply Co-ordinator - Women's Bottoms &amp; Jackets</b><br>Just Group Pty Ltd, St Kilda Rd  |
| Nov 2017 – Mar 2019   | <b>Buyer Assistant – Quilting, Licenced and Seasonal Fabrics</b><br>Spotlight Pty Ltd, South Melbourne   |