**Contact Details**

**Name:** Megan Argoon

**Phone:** 0422 594 575

**Address:** 7 Pip Street Skye 3977  
**Email:** [megan.argoon@hotmail.com](mailto:megan.argoon@hotmail.com)

**Professional Strengths**

* New product selection, purchasing, and ranging
* Creation, implementation, and analysis of marketing campaigns
* Competitor analysis and environmental scanning
* Visual Merchandising and planogram implementation
* Stock management – forecasting, ordering, and warehouse management
* Sales reporting, analysis, and KPI management
* Relationship development, negotiating pricing, client management, and customer service
* Written and verbal communication including attention to detail and proofing
* New product awareness and education – internal and external

**Recent Employment History**

**Kadac**

**Title:** Merchandise Coordinator

**Position Start Date:** May 2018 - Current

**Industry:** Health & Wellness

**Reporting to:**  Merchandise Manager

Summary:

Kadac is Australia's Largest Distributor & Supplier of Organic Health Food & ingredients. Kadac distributes around 4,000 local and imported organic, natural and health products across Australia, New Zealand and South East Asia.

**Key Accountabilities:**

* Deliver NPD initiatives on time and on budget in accordance to the company requirements
* Conduct feasibility reviews including pricing to determine relevance and acceptance of NPD
* Project management of all key tasks of each new NPD project updating timeline
* Manage implementation of all new product lines as agreed by Kadac
* Manage inventory stock levels with demand planner for promotional activity
* Action promotional activity plan and reporting including financial performance
* Collation of supplier submissions and rebate summary
* Create and conduct supplier reviews for all suppliers
* Respond to supplier requests and queries
* Manage artwork variances and ensure compliance to Australia market
* Manage, build and maintain strong supplier relationships
* Strong player in brand effectiveness and initiate key strategy’s to ensure  brand positions is leveraged in the market
* Execute promotional plans for slow moving and troublesome inventory
* Initiate price reviews to ensure competiveness and relevancy
* Review products effectiveness
* Adherence to financial budget by revenue and GP$
* Periodic price review insuring margins are within  expected business parameters
* Volume and promotional deals are financially rewarding and make sense
* GP Adherence across the everyday portfolio is continually measured

**CH2 – Clifford Hallam Healthcare**

**Title:** Category Manager Retail Pharmacy

**Position Start Date:** October 2017 – May 2018 (Redundancy)

**Industry:** Pharmaceutical

**Reporting to:**  Marketing Manager

**Summary:**

Clifford Hallam Healthcare is Australia’s largest integrated distributor of pharmaceutical and medical consumable products servicing the healthcare market. This role is responsible for developing and executing the Over the Counter (OTC) and Front of Shop category strategy. Tasks include sourcing and supplier management both Pharmacy OTC and front of shop that will drive top-line volume, and margin growth opportunities.

**Key Accountabilities:**

• Analysing data to determine key trends across suppliers and categories

• Assessing new supplier submissions and determining hurdle rates and ranging potential

• Managing new product builds and workflow through to Data Management

• Developing exit strategies for poor performing or deleted lines

• Negotiation of supplier promotional activity, discounts and deals

• Assisting with development of retail pharmacy campaigns

• Set up, develop and circulate reports on relevant and appropriate KPIs

• Supplier Management, advertising bookings, invoicing and administration

• Identify trends and insights, and optimizing spend and performance based on the insights

• Develop sales engagement in marketing activity through training, and interaction with sales managers

• Participation in forecasting activities for promotions, new lines and new business growth

**Officeworks**

**Title:** Assistant Brand Manager

**Position Start Date:** May 2017 – October 2017 (contract role)

**Industry:** Retail

**Reporting to:**  Retail Brand Manager

**Key Accountabilities:**

* Development and implementation of in-store marketing requirements
* Development and implementation of in-store signage
* Ensures timely delivery of the production of all Brand Team requirements such as in-store and campaign material
* Liaise and build strong relationships with the Merchandising team to ensure a strong partnership occurs and strong artwork is delivered
* Work closely and build strong relationships with the creative studio team and brief in jobs from other areas of the business
* Manages artwork development across all touch points including briefing and creative, plus finished artwork with the creative studio
* Work closely and build strong relationships with external agencies
* Manage internal digital content for stores and in-store radio content
* Provide creative solutions to the business as required
* Assist the Retail Brand Manager and Retail Brand Coordinator in various ad hoc tasks

**John Sands**

**Title:** Category Manager

**Position Start Date:** February 2017 - May 2017(contract role)

**Industry:** Retail

**Reporting to:**  Senior Category Manager

**Key Accountabilities:**

* Managed two major New Zealand accounts and one Australian account and assisted the Account Manager with the development of Customer Delivery Schedule briefs for upcoming retail activity
* Used Extensive visual merchandising strategies to drive retail productivity resulting in profitable growth for John Sands
* Provided an ongoing stream of communication with Category Analyst, Account Managers, Business Operations and Product Management
* Physically building and planning guidelines and working with the Account Manager and Customer directly
* Manage display reviews and update activities and determine the account specific planning line
* Develop customer presentations for everyday and seasonal strategic activities
* Develop product briefs based on account needs, competitor research and data analysis
* Monitor account category performance relative to Joint Business & John Sands Financial Plan and provide support

**Make It Mine**

**Title:** Product Manager

**Position Start Date:** April 2014 – January 2016 (voluntary redundancy)

**Industry:** Retail

**Reporting to:**  General Manager

**Summary:**

Make It Mine is an Australian owned online rental business allowing customers to rent products on a 12-month rental. My role as the Product Manager was to select the full product range, ranging from Mobile Phones, Computers, TV/Gaming Furniture, Home Appliances and much more. I was the main contact for all suppliers and worked autonomously on selecting the full product range and arranged and proofed all Marketing campaigns.

**Key Accountabilities:**

* First point of contact with major suppliers which included negotiating pricing, product selection, product availability, forecasting, warranty or supply issues, rebates, marketing and advertising funds, sales analysis and much more. Major Suppliers include: Apple, Appliances Online, Hewlett Packard, ASUS, Hisense, Synnex, Centrecom and an extensive list of other suppliers
* New product selection based on analysis, competitors and new product releases
* Managing forecasts, MOQ, orders, warehousing and stock availability with suppliers
* Arrange exit strategies for underperforming products, overstocked or end of line products
* Training internal Customer Service Team on new product releases and marketing campaigns as well as assisting with customer queries
* Delivering and reporting on sales results and hitting sales targets and margins as per KPI’s for both internal and external stakeholders
* Launch new products and categories and arrange marketing campaigns to gain awareness around releases and maximise ROI
* Working with external design agencies to create successful marketing campaigns and briefing the IT department on website requirements and gaining funds from suppliers to fund campaigns and GWP
* Actively search and acquire new suppliers – negotiate trading terms, account $ limit, products, MOQ, logistics, and ongoing relationship building
* Create new line product copy for the website and ensuring 100% accuracy on website at all times
* Working with Logistics companies on stock freight and warehousing ensuring the best price and delivery to end user
* Reporting on leakages (Damages, Stock losses, Cancellations, Lost in transits, warranty)
* Selected for Emerging Leader Program (4 staff members selected) as chosen by Senior Management including CEO and General Manager

**Pharmore Pharmacies**

**Title:** Category Buyer - Beauty

**Position Start Date:** July 2013 – March 2014 (8-month maternity leave position)

**Industry:** Retail

**Reporting to:**  Merchandise Manager

**Summary:**

Pharmore Pharmacies was a pharmaceutical chain with 17 stores all based within Victoria – they have since been purchased and rebranded. My role was the Trainee Category Buyer for the Beauty Division. I was the main contact for our stores and all leading national suppliers regarding cosmetic, skincare, hair care, personal care, therapeutic skin, sun care, tanning and body lines and ranges.

**Key Accountabilities:**

* Negotiating with Suppliers and building relationships
* Meeting with suppliers to discuss sales / trading terms / new line presentation
* Range Selection and Management
* Deleting Ranges / Exit Strategies
* Working with OTB
* Ensuring up to date with Beauty Trends via social media / advertising campaigns
* Planogram Design & Range Reviews and in store presentations
* Marketing Campaigns
* Coming up with new Marketing Concepts
* Allocations to stores
* Organising shipments and chasing orders

**The Reject Shop Limited**

**Title:** Assistant Buyer

**Position Start Date:** February 2013 – July 2013

**Industry:** Retail

**Reporting to:**  Senior Buyer

**Summary:**

The Reject Shop operates in the discount variety retail sector in Australia serving a broad range of value-conscious consumers who are attracted by low prices. My role was to provide support to the Buyers and Group Buying Manager with the aim of maximising sales and increasing profit potential.

**Key Accountabilities:**

* Key Account Management
* Range Selection and Management
* Work closely with three Buyers and two Planners
* Arranging catalogue lines
* Analysing figures / sell thru / best & worst sellers
* Raising purchase orders
* New Line Management
* Organising shipments and chasing orders
* Range Reviews
* Range Selection

**Olga Berg**

**Title:** Visual Merchandising & Product Assistant Manager

**Position Start Date:** October 2012 – February 2013

**Industry:** Fashion

**Reporting to:**  Sales Manager

**Summary:**

Olga Berg is a hand bag supplier who supplies bags to Department stores and Boutiques. My role was primarily focused on the department stores and being the company’s main contact for Myer and David Jones.

**Key Accountabilities:**

* Key Account Management
* Range Selection and Management
* Sales Report
* Analysing figures / sell through / best & worst sellers
* Forecasting
* Allocating stock for David Jones and Myer
* Product Development
* Range Reviews
* In-store merchandising 1-2 Days Per Week
* Managing Merchandisers Australia wide

**API – Australian Pharmaceutical Industries**

**Title:** Assistant Buyer – Vitamins & Nutrition

**Position Start Date:** September 2010 – October 2012

**Industry:** Pharmaceutical

**Reporting to:**  Buyer

**Summary:**

API is one of the largest pharmaceutical wholesalers in Australia. In my previous role as the Buying Assistant I assisted the Buyer in all facets of the Vitamins and Nutrition Department. I dealt with all major suppliers (such as Swisse Vitamins, Blackmores, Sanofi) which included booking advertising spots, requesting new product information, product training, planogram designs and in-store promotions, chasing up fee’s and much more.

**Key Accountabilities:**

* Key Account Management
* Range Selection and Management
* Running sales and stock reports
* Booking catalogue spots, negotiating fees payable and product suggestions
* Approving catalogues
* Organising POS
* Meeting Budgets for Catalogues and month to month budgets
* Processing of New lines into system
* Attending supplier meetings / range presentations
* Sample control / requesting samples
* Managing suppliers yearly Co-op (dollar spend) figures
* Analysing competitor activity and sales

**Fashion Brands**

**Title:** Buying Assistant & Merchandising Assistant - Accessories

**Position Start Date:** February 2007

**Position End Date:** September 2010

**Industry:** Fashion

**Reporting to:**  Buyer

**Summary:**

Fashion Brands is a privately-owned company who provide jewellery and accessories to major chain and department stores. In my role as the Buying Assistant I assisted the Buyer in all areas and helped in putting together product ranges for Kmart and Jacqui E prior to this I was the Merchandising Assistant which involved being the main contact for State Managers, instore merchandising, communication new layouts and creating new planograms.

**Key Accountabilities:**

* Key Account Management
* Range Selection and Management
* Assisting in product design / approving goods
* Running sales and stock reports
* Visual Merchandising instore and creating planogram for all stores
* Planning marketing events i.e. markdowns, promotions, advertising
* Analysing stock levels and allocating stock
* Following product trends
* Product Orders
* Communicating with stores and merchandisers
* Communicating with Kmart & Jacqui E Accessory Buyers
* Analysing competitor activity and sales
* Assist advertising with promotional products
* Working with OTB and monthly stock budgets

**Further Employment History**

**Monash University** – **Database Operator**, 2005 - 2007

**Academic History**

* **Cert. IV in Business Administration** – Box Hill Institute of TAFE, 2004
* **Cert. III in Business Administration** – Box Hill Institute of TAFE, 2004
* **Victorian Certificate of Education** – Vermont Secondary College, 1998 - 2003

**Referees**

Available upon request.