

## Skills

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- Strong communication skills across all levels of business ranging from CEO/Executive to Customer levels.
- Technically minded individual with proficiency in critical thinking that thrives in a collaborative environment.
- Highly proficient in Excel including charts, data analysis, pivot tables, and advanced functions.
- Strong ability to identify problems and how they affect the system in which they are contained to improve operations.

## Experience

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### Fusion Merchandise

January 2019 – June 2021

#### Operations Manager/Analyst -- H.R. Manager

- Managed documentation of all standard operating procedures for regular processes to develop training materials across multiple levels of the company.
- Coordinated acquisition and implementation of custom invoicing software used to address long running inventory-receiving difficulties, and acted as point-of-contact for vendors to ensure smooth on-boarding and expeditious resolution of detected problems.
- Executed quarterly inventory closeout analysis to reduce loss and maintain accounting data. Analyzed quarterly sales earnings at the item level to ensure profitability of a “fluid” product catalog.
- Piloted transition to Inventory management software, including process development, data compilation and import, and hardware acquisition.
- Managed HR responsibilities including policy adoption and maintenance, time management, job listing maintenance and conducting new employee interviews. Acted as point-of-contact for third party HR legal support.
- Developed and implemented automated templates for optimization of existing processes, including but not limited to processes for shipment creation and pick-list to box-content data transfer.

### Brisco Apparel Company

October 2016 – May 2018

#### E-Commerce Channel Manager

- Responsible for optimizing all primary external ecommerce sales channels including Amazon, eBay, Walmart, Jet, Etsy, Groupon, and Wish.com, with a special focus on Amazon and eBay accounts.
- Developed and executed data updates and migrations between backend product management software and front-end sales channels.
- Built, maintained, and modified promotional campaigns/schedules across multiple channels including, but not limited to, promotional sales, advertising campaigns, and seasonal discounts..

### M&P Export Management Corp.

June 2011 – March 2016

#### Business Development Manager

- Worked extensively in product research and development with a focus on acquisition, testing, digital marketing, and sales.
- Developed and disseminated training materials for utilization by sales force for product promotion and education as well as customer service support.
- Represented company interests at international industry trade shows.
- Managed and maintained website for company’s domestic distribution, including Google Analytics and AdWords accounts.

## Education

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### Rutgers University

September 2010 – May 2015

Information Technology and Informatics

References available upon request