

# PAMELA OLNEY

(410)-782-1055 | pamela.olney@yahoo.com | 6159 Tower Top, Columbia, MD 21045

## SUMMARY

Contract Sales Manager with over 10+ years of working experience. Tenacious, organized Business and Marketing Development professional who understands the importance of presentation and details with management experience in various environments.

## EDUCATION

University of Maryland Eastern Shore, Princess Anne, MD  
Spring 2011

**Bachelors of Science degree, Fashion Merchandising, *Cum Laude*  
Minor, Business Administration**

Fashion Institute of Technology, New York, NY  
Spring 2010

**Associates of Applied Science degree, Advertising, Marketing and  
Communications**

American Institute for Foreign Study, London, England  
Summer 2009

**International Retail and Historic Culture of London**

## RELATED COURSEWORK

- Strategic Planning
- Accounting
- Economics
- International Retail
- Business Law
- Marketing

## WORK EXPERIENCE

**C.R. Daniels, Ellicott City, MD**  
**2015 - June 2016**

**October**

*Contract Sales Manager*

- Increased sales by 30% by following up with fabric and coal bag wholesale inquiries.
- Created strong business continuity by processing over 30 purchase orders daily using the SAP.
- Awarded company new customers by processing RFQs daily, while communicating with purchasing and engineering departments as well as the customer.

**Hennes and Mauritz, Washington, DC**  
**- August 2015**

**December 2014**

*Flagship Visual Merchandiser*

- Increased district's bottom line by providing support to the management and maintenance team.

- Improved product categories through marketing materials and display techniques which resulted in an increase in overall sales.

**RW Academy/Columbia Modeling & Acting Academy, Columbia, MD July 2008 - December 2014**

*Project Coordinator/ Administrative Assistant*

- Coordinated weekly meetings to assist in developing business and marketing plans with the executive director which resulted in a 1-year contract to provide courses for YMCA.
- Created rapport with current and potential clients by following up regularly and by creating Microsoft Excel documents to organize student enrollment.

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## **Macy's, Annapolis, MD - August 2015**

**April 2014**

### *Visual Merchandiser*

- Built and maintained relationships with various Vendors and Specialists including Ralph Lauren, Marc Jacobs and Michael Kors, improving our visual display's accuracy to the brand's original vision.
- Increased sales in all departments by managing business initiatives and timelines and by prioritizing tasks with the management team.

## **Story House Productions, Washington, DC 2012 - September 2012**

**May**

### *Lead Media Buyer Intern*

- Saved the company 50% of projected costs by negotiating with news stations in purchasing stock footage and by contacting smaller stations in lower populated areas.
- Managed team of interns by delegating tasks and creating a Shot Sheet for the Pre-production project Paranatural.

## **Neiman Marcus Last Call, Hanover, MD March 2012**

**July 2011 -**

### *Merchandising Sales Associate*

- Prepared a list of top-selling products and brands using local market trends to present to Buyers resulting in the Hanover store location being awarded and recognized for Top-Sales in the Mid-Atlantic Region.
- Was named the top weekly and monthly sales associate on several occasions which was achieved by building and contacting my client list once the stock of items of their unique interests were replenished, daily.

## **VOLUNTEER EXPERIENCE**

Dirty Girl Mud Run, Clarksburg, MD

September 2014

Success In Style/ Charities Closet, Savage, MD

November

2012 - January 2014

Baltimore Running Festival, Baltimore, MD

September 2014

Fashion Week, New York, NY

August 2009 -

August 2010

## **SKILLS**

- Microsoft Excel, Outlook, Access, Power Point and Word
- ERP SAP Business One
- Business and Marketing Development
- Analytics

- Management
- Training
- Customer Service
- Inventory level management