

Full Name
Home Address
Home Phone
Cell Phone

SELECTED ACCOMPLISHMENTS

- Negotiated mutually advantageous markdown.
- Improved department bottom line.
- Increased key earning categories gross margins.
- Resolved late shipping problems with vendor.
- Turned a potentially major inventory problem into a significant saving for the department.

PROFESSIONAL EXPERIENCE

MAJOR COMPANY, INC. - Cincinnati, Ohio **1996 to 2009**
Corporate Associate Retail Buyer

Responsible for overseeing costume jewelry department. Directed two merchandise assistants and coordinated project work of five regional buyers.

- Analyzed data, control inventory and implement strategies.
- Coordinated five buying regions and acted as liaison.
- Communicated and negotiated daily with key vendors.
- Developed key classifications of business.

BIG COMPANY, INC. - Cincinnati, Ohio **1995 to 1996**
Consumer Service Representative

- Processed comments and compensated needs regarding P & G products.
- Created role-playing scenarios for training purposes.

SMALLER COMPANY, INC. - Cincinnati, Ohio **1995**
Intern

INTERSHIP - Washington, DC **1995**
Project Assistant

EDUCATION

UNIVERSITY

Bachelor of Business Administration