

SOURCING & MERCHANDISING ANALYST

Summary

Sourcing and Merchandising Analyst committed to staying current on market trends and consumer interests. Collaborates with manufacturers to create the best product plans and boost sales revenue.

Highlights

- Retail Buying
- Purchasing
- Inventory Control
- Product Development
- Sourcing
- Negotiating
- Detail Oriented
- Analytical

Experience

02/2014 to Current

SOURCING & MERCHANDISING ANALYST Company Name 1/4 City , State

- Shop the market find new products that fill current voids in the product mix
- Analyze sales to determine categories to expand or reduce
- Set pricing based on margin goals while being mindful of market prices for similar products
- Develop new products with vendors as well internal engineering departments based on specifications acquired during research
- Source new products from overseas vendors while assuring that our specifications and quality requirements are met
- Create marketing plans to present my vision for the products to be shown on the website
- Collaborate with several internal departments to assure that we are optimizing our web presence to increase sales
- Report on Key Performance Indicators (KPIs) to upper management.

05/2008 to 01/2014

CONTRACTS REPRESENTATIVE II Company Name 1/4 City , State

- Managed the contract lifecycle from the Request for Purchase (RFP) through closeout
- Negotiated Terms and Conditions (T's & C's) and pricing for contracts
- Reviewed and negotiated terms of Non-Disclosure and Teaming Agreements
- Audited internal systems for contract compliance
- Entered and maintained information in various contracts related systems
- Developed compliant proposals with the Project Managers.

08/2005 to 02/2008

ASSOCIATE BUYER - YOUNG ATTITUDE DRESS SHOES Company Name 1/4 City , State

- Shopped vendors to select or develop trend appropriate styles, including inline styles, special make ups, and closeouts, for over 250 stores
- Negotiated prices to hit IMU and GM goals
- Created and maintained Assortment Plans for organization and clear view of seasonal assortment
- Collaborated with Planning Department to develop seasonal plans and maintain OTB
- Worked closely with Allocation Department to ensure the correct product placement and inventory levels in stores
- Monitored warehouse inventory.

06/2003 to 08/2005

ASSISTANT BUYER - SHOES, ACCESSORIES, & JEWELRY Company Name 1/4 City , State

- Selected on trend product for placement in various multimedia
- Sourced and developed product from overseas vendors
- Negotiated pricing and minimums with vendors
- Created and maintained budgets and assortment plans based on plans and open to buy
- Worked closely with control buyers to maintain inventory levels and take markdowns Handled quality issues and RTV's.

01/2002 to 06/2003

CONTROL BUYER Company Name 1/4 City , State

- Prevented backorders with use of sales forecasts and inventory analysis
- Established minimum levels to place reorders
- Communicated with vendors to place reorders and track deliveries
- Maintained and used assortment plans
- Placed initial buys and planned items to be carried in future catalogs.

04/2000 to 01/2002

ASSOCIATE BUYER - BETTER DRESSES Company Name 1/4 City , State

- Shopped the market frequently to select fashion items for our target customer

- Analyzed OTB and class plans, tracked sales and markdowns to meet GM plan
- Collaborated with the planning department to develop and implement strategic six month plans
- Ensured timely delivery of goods for allocation to stores
- Created and entered purchase orders and communicated the information to vendors.

05/1997 to 11/1999

INTERNATIONAL OPERATIONS COORDINATOR Company Name i¼ City , State

- Provided customer service from initial request to product delivery for over 30 international customers
- Communicated shipping instructions, developed invoices, interfaced with various warehouses
- Worked with the Engineering Department to develop customer specifications
- Acted as liaison between several internal departments and the customers
- Participated in international trade show.

05/1997 to 05/1998

PURCHASING COORDINATOR Company Name i¼ City , State

- Controlled inventory levels, forecasted and planned production, expedited and tracked deliveries.
- Sourced parts from overseas factories and made sure specifications were met.
- Coordinated production, assembly and deliveries between several different overseas factories.

02/1997 to 05/1997

ASSISTANT BUYER - INTIMATE APPAREL Company Name i¼ City , State

07/1996 to 02/1997

MERCHANDISING MANAGER TRAINEE Company Name i¼ City , State

06/1994 to 06/1996

SALES ASSOCIATE/WRAP DESK COORDINATOR Company Name i¼ City , State

Education

May 2011

Masters : Business Administration SALVE REGINA UNIVERSITY i¼ City , State

May 1996

BS : Textiles, Fashion Merchandising, and Design Business Administration UNIVERSITY OF RHODE ISLAND i¼ City , State

Minor in Business Administration

MBA

Skills

MS Office, MRP/ERP Systems, PO Systems, Data Warehouses