

## Buyer

**Name**  
**Address**  
**Phone • Email**

### Experience

**Associate Buyer**  
**Company**

**Date - Date**

- Planning assortments for catalog, web and retail stores.
- Forecasting profitability by item and spread.
- Sourcing and developing product overseas and domestically.
- Analyzing sales data and inventory levels to maximize profitability.
- Maintaining and tracking all skus.
- Collaborating with marketing to create effective web programs.

**Assistant Buyer**  
**Company**

**Date - Date**

- Line Presentation to Brand Manager and General Merchandise Manager
- Analyzing business by season/book/category.
- Working closely with catalog production
- Creating seasonal plans by class and developing new categories as needed for more accurate merchandise analysis.
- Working with the buyer in vendor meetings to assist in line development.
- Tracking the open to buy and open orders files weekly.
- Developing relationships with vendors to ensure proper delivery.
- Analyzing merchandise trends in all stores to improve allocations.

### Education

**University**  
**Bachelor of Science in Apparel Merchandising/Business**

**Date**

- Developed several fashion lines using computer aided design programs.
- Coordinated fashion shows with the Textile and Clothing Department.