
Assistant Product Manager Resume

Job Objective

Seeking a position in which to enhance my career as Assistant Product Manager by becoming a valued member of your team.

Highlights of Qualifications:

- Admirable experience in developing products and managing effective working of projects for sporting goods environment
 - Deep knowledge of designing complex solutions
 - Operational knowledge of Microsoft office applications
 - Immense ability to maintain effective relationships with staff and clients
 - Huge ability to manage multiple projects and complete work on deadline
 - Skilled to analyze and resolve problem
 - Amazing skills to use basic math in project
 - Proficient in working on SAP
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Professional Experience:

Assistant Product Manager
BNY Mellon, Pismo Beach, CA
October 2008 – Present

- Coordinated with various departments, developed products and managed all category activities.
- Provided support to business managers and managed all internal and external communication.
- Administered multiple product development and prepared materials for sales meetings.
- Managed all vendor communications and resolved issues for delivery.
- Identified any conflicts with inside assemblies and vendors.
- Determined product specifications and ensured optimal level of quality.
- Assisted brand marketing manager for various market product launches.
- Participated in trade shows and related events and installed booths.

Product Coordinator
Kohl's Corporation, Pismo Beach, CA
August 2003 – September 2008

- Coordinated with specialist and product manager for development process and ensured proper workflow.
- Maintained good working relationships with vendors and negotiated on prices.
- Prepared daily back order and monitored progress for same.
- Monitored and updated product sell and item set up sheets and ensured new set up for products.
- Assisted Product manager in collecting data and evaluated product line on an annual basis.
- Participated in various product meetings and provided inputs for same.

Product Development Specialist
Best Buy, Pismo Beach, CA
May 1998 – July 2003

- Maintained good working relationships with functional teams and assisted in designing new products.
 - Designed new service offerings and documented all processes.
 - Prepared business strategies and developed various matrix partners.
 - Developed new service offerings and ensured compliance to best practices.
 - Analyzed client and market requirements and designed services.
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Education:

Bachelor's Degree in General Business
John A. Gupton College, Nashville, TN

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