
Furniture Buyer Resume

Job Objective

To enhance my skills and further my career by filling the position of a Furniture Buyer in well-established organization.

Highlights of Qualifications:

- Hands-on experience in providing support to sale of furniture
 - Thorough knowledge of merchant processes and appropriate systems
 - Exceptional knowledge of preparing promotional performance reports
 - Ability to monitor business finances and resolve issues
 - Ability to develop appropriate product marketing strategies
 - Proficient with SPRS, AdPlan, Frequency, MRE, Promotional Performance Reporting (AdEffect) and SignRiter
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Professional Experience:

Furniture Buyer
Millers Office Products, Eagan, MN
August 2012 – Present

Responsibilities:

- Coordinated with team members and designed appropriate merchandise plans.
 - Performed negotiation for development of product and subsidy cost.
 - Administered profitability of vendors and recommended improvements.
 - Obtained samples from various places and provided assistance.
 - Coordinated with associates and ensured delivery of merchandise within required timeframe.
 - Administered various aspect of merchandise and assisted to select and negotiate on prices.
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Furniture Buyer
Smalley Steel Ring Co., Eagan, MN
May 2009 – July 2012

Responsibilities:

- Analysed customer requirements and promoted required furniture to vendors.
 - Coordinated with sales and furniture team and designed bid proposals.
 - Administered purchase orders and obtained receipt from manufacturers.
 - Assisted sales team and customers and scheduled appropriate time for installation.
 - Developed design theme for clients and obtained prior approval for same.
 - Designed businesses and prepared appropriate strategies to facilitate furniture sales.
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Education:

Bachelor's Degree in Interior Design
Saint Edward's University, Austin, TX

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