
MERCHANDISING ASSISTANT RESUME

Objective:

Seeking a position as Merchandising Assistant where extensive experience and superior organization skills will be fully utilized..

Summary of Skills:

- Remarkable experience in promoting and sustaining commercial activities
- Ability to verbalize and write professionally
- Sound management and organizational skills
- Organizational and interpersonal skills extremely important

Work Experience:

Merchandising Assistant
DHP Literary Management, Prattville, AL
August 2005 to till date

- Evaluated the condition of models and sales offices for designated territory.
- Assisted with in-house model home and sales office installation and pack-ups.
- Created and distributed model home information binders.
- Provided general assistance and support to merchandising team.

Merchandising Assistant
Anna Sproul, Prattville, AL
May 2000 to July 2005.

- Supported the execution of Product Information Bulletin (PIB).
- Ensured to enter Purchase Orders from Purchase Order Worksheets.
- Recorded purchase orders and acknowledge the receipt from agents and vendors.
- Administered invoice management including payment approval.
- Ensured appropriate sample maintenance, sample archive, sample set up for review and transfers to Outlet.

Education:

Associate of Applied Science in Office Administration
Northeastern University, Boston, MA

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