

# MONIQUE WHITE

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## PROFESSIONAL EXPERIENCE

### ROSS STORES | NEW YORK, NY

#### **BUYING & MERCHANT OPERATIONS ASSISTANT** (Dec 2023-Present)

- Lead and facilitate weekly merchant meetings, receiving and managing an average of 100+ samples weekly for 6 buyers across multiple departments, including women's and men's jewelry, and fashion accessories
- Partner with Buyers to communicate product feedback to vendors and issue bi-weekly sample requests
- Implemented new processes to improve cross-functional communication and streamline digital sample tracking, enhancing productivity and reducing delays by 10%
- Oversee weekly merchant reports to ensure POs & sample records are updated, effectively managing late samples and closeout products

#### **SP2: COORDINATOR** (March 2023-Dec 2023)

- Point of contact for all inbound/outbound men's and kids' samples
- Acted as a liaison between merchants, vendors, product technicians, and marketing teams, strengthening cross-functional collaboration
- Handled additional admin duties: updating sample records, sending late/canceled PO reports and processing style outs

#### **SAMPLE PROCESSOR 1** (July 2022-March 2023)

- Managed the intake, tracking, and organization of all incoming samples, handling over 1,500 samples within six months
- Digitalized physical samples and uploaded images into the digital tool
- Handled the storage and location of samples, including disposing of those eligible for discard and coordinating donations

### ALI'S MARKET LLC | NEW YORK, NY

#### **WHOLESALE SHOWROOM ASSISTANT - CHILDREN'S** (Aug 2021-July 2022)

- Helped to operate and maintain sample inventory for five brands, organizing the display of product samples
- Supported sales reps by preparing sales presentations and digital sample reports simplifying the buying process for buyers
- Utilized a new software program to verify sales and commission data, resulting in a 90% improvement in reporting accuracy
- Conducted research to identify trending styles and discover new vendors, providing valuable insights that led to the addition of two new brands in the showroom

### HANESBRANDS INC. | NEW YORK, NY

#### **RETAIL MERCHANDISER** (Feb 2020-March 2021)

- Co-led the Men's Champion merchandising team at Macy's Herald Square driving sales through product placement and inventory management
- Analyzed consumer behavior and purchasing trends, providing consumer feedback leading to an optimized product assortment
- Coordinated with Macy's managers to develop strategic floor plans and adjusted mannequins, contributing to a 20% boost in seasonal product visibility and in-store engagement

### THE VANITY ROOM | NEW YORK, NY

#### **MARKETING & PRODUCTION INTERN** (May 2018-Aug 2019)

- Assisted in QC processes, ensuring garments met design specifications and quality standards before mass production
- Supported product development activities including tracking shipments and managing sample/trim inventory in the showroom and factories
- Developed engaging visual presentations for online products, driving marketing initiatives to enhance customer engagement

## SKILLS & TOOLS

#### SOFT SKILLS

Problem Resolution   *Cross-functional communication*   Attention to Detail   *Creativity and innovation*   Adaptability

#### INDUSTRY SKILLS

*Inventory Management*   Retail Math   *Vendor relationship management*   Trend Research   *Order Processing & Fulfillment*

#### TECHNICAL SKILLS

*G-Suite*   Microsoft Office Suite   *Photoshop & Illustrator*   Keynote   *PO software & PLM tools*   WGSN

## EDUCATION

### UNIVERSITY OF BRIDGEPORT | Bridgeport, CT

*B.S. IN FASHION MERCHANDISING* (2014-2018)