

PAULA REVERE

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SUMMARY	Hard-working, detail-oriented individual seeking an opportunity to utilize strong customer service, organization, time management, and problem-solving skills in an international business environment. Knowledge and understanding of different cultures enriched by overseas travel and living experience. Resourceful and creative self-starter with initiative. Able to maintain professional manner under stress.
SKILLS	Windows Professional XP, Microsoft Word, PowerPoint, Excel, Publisher, Internet Explorer, and Supply Chain Management. Proficient in understanding Spanish.
PROFESSIONAL EXPERIENCE	UNION, Hingham, MA 2006-Present <i>ASSISTANT SOURCING MANAGER, 2006-Present</i> <ul style="list-style-type: none">• Manage 3-5 domestic vendors per season, including negotiating prices and garment timing. Assist Sourcing Manager with pricing and timing for overseas agent. Work on initial target pricing.• Prepare weekly documents for product development checks with NY Product Office. Manage catalog re-orders, sale book orders, and catalog backup fabric orders. Maintain liability and backup fabric charts.• Manage sourcing activities during absence of Sourcing Manager and Associate Sourcing Manager.• Present cost and markup statistics and troubleshoot style detailing issues with management during season finalization meetings.• Keep merchandising updated with any delivery delays as well as pricing updates.• Work with import operations to ensure timely garment deliveries.• Monitor Time and Action calendars and trouble shoot any timing issues.• Communicate with Product Performance to rectify any garment testing issues.• Maintain daily contact with technical team, NY Product office, and merchants to keep the merchandise process running smoothly. <i>Product sourcing & timing</i> <i>Merchandising and delivery</i> <i>Excellent communications with overseas agents, domestic vendors, and merchants</i> MANUFACTURING ASSISTANT, 2006 <ul style="list-style-type: none">• Coordinated photo sample delivery for Cut & Sew Knits, Sweaters, Blouses, Casual Wovens, and Refined Sportswear.• Corresponded daily with overseas agents, domestic vendors, and merchants to evaluate deliveries.• Performed troubleshooting with appropriate sourcing managers and New York Product Office to minimize delays.• Provided assistance to sourcing department on generating reports and completing data charts. UNIVERSITY OF KINGSTON, Kingston, RI 2005-2006 <i>MANAGER – MEN'S ICE HOCKEY TEAM</i> AMERICAN ASSOCIATION (AAA), Plymouth, MA Summers 2004, 2005 <i>MEMBER SERVICE COUNSELOR</i>
EDUCATION	UNIVERSITY OF KINGSTON, Kingston, RI Bachelor of Science in Business Administration, May 2006 Major in International Business with Minor in Marketing UNIVERSITY OF SPAIN, Sevilla, Spain, Spring 2005 <i>International living experience</i> <i>Strong research, writing, and communication skills</i> Honors: Dean's List, National Society of Collegiate Scholars, Phi Eta Sigma Specific Courses: International Marketing and Finance, Economics of the European Union, Spanish Grammar and Culture, Intercultural Communications, Globalization, Marketing Strategy, Marketing Communications, Consumer Research Management, Consumer Behavior