

UNIQUE RESUME AFTER:

JANE DOESKOVSKY

123 Great Ave., City, Postal Code
H: (555) 123-4567 ■ Email: jdoe2112@hotmail.com
C: (987) 654-3211

BUYING / MERCHANDISING PROFESSIONAL

RETAIL

Turnaround & High Growth Organizations

Dynamic buying/merchandising professional with strong organizational, visual, and decoration skills. Strong experience in sourcing, inventory management and customer relationship management in competitive industry. Expert in needs identification, analysis, event planning and report writing. Experienced mentor, trainer and team builder. Sharp, keen and focused with dynamic presentation style.

- Market Research & Analysis of Buying Needs
- Selective Buying & Procurement
- Inventory Management
- Staff Recruitment, Training, & Supervision
- Identifying New/Current Market Trends
- Budgeting & Finances
- Order Processing
- Sourcing

Improving Image Through Delivery Of Details

PROFESSIONAL EXPERIENCE:

INDEPENDENT CONTRACTOR, City, PR

1990 to Present

❖ **Buyer (2000, 2003 to Present)**

Achievements:

- Solved challenges resulting from products/orders not arriving on time, missing pieces and last minute changes by finding acceptable alternatives at a local supplier and sending out multiple buyers.
- Managed and maintained budgets despite last minute changes/additions by utilizing existing set, thinking quickly and constantly communicating with crew.
- Improving reporting process by ensuring every purchase was detailed and using knowledge of market prices.
- Delivered all projects on time and on budget.

Contract Specifics:

- "Name" - T.V. Series – Jun. to Jul. 2003
- Etc.

❖ **Set Decorator (1990 to Present)**

Achievements:

- Orchestrated distribution of 100's of stock pieces through supervision of Set Dressers.
- Coordinated set crews through set plans and organizational charts.
- Facilitated last minute changes from Production Designer and secured Director's approval on day of shooting.
- Crafted set budgets and managed crew timesheets/expenditures and supplier invoicing/payments.
- Liaised with Production Designer, Transportation Department and Department Heads as part of team, resulting in delivery of set requirements.
- Directed buyers in pursuit of relevant set pieces/purchases.
- Selected 80% of set stock utilizing buyers' expertise and picked many pieces personally.
- Recruited, hired and trained buyers and other team members.
- Identified and listed all set requirements through script research and breakdown.

JANE DOESKOVSKY

Page 2

SET DECORATOR CONTINUED

Achievements:

- Ensured accurate set depictions by researching relevant styles/eras/countries.
- Participated with Department Heads in location surveys to assess necessary requirements for each location shoot.
- Delivered safe timely return of all merchandise by orchestrating set tear down and stock distribution.
- Facilitated inventory and warehousing of all set stock.

Contract Specifics:

- "Name" – MOW – Mar. to May 2003
- Etc.

❖ **Lead Dresser (1994 to 1995)**

Contract Specifics:

- "Name" – T.V. Series for Company

❖ **Art Director (Apr. 1992)**

Contract Specifics:

- "Name" – Short Film for Company Productions

EARLY CAREER EXPERIENCE:

THE PLACE, City, PR	1989 to 1990
Assistant (Display Department)	
ABC ADVERTISING, City, PR	1988 to 1999
Receptionist	
BIG STORE (Formerly Other Big Store), City, PR	1987 to 1988
Customer Relations	
COOL STORE, City, PR	Nov. 1985 to Jan. 1986
Sales	

EDUCATION:

Bachelor of Arts (Film Studies) – University, City, PR	1987
---	------

ASSOCIATIONS:

Member: Union Name	1987 to Present
---------------------------	-----------------

TECHNICAL QUALIFICATIONS:

OS / Software:	Windows 9x, 2000 / Microsoft Office (Word, Excel, Outlook)
Design Knowledge:	Suppliers of Modern Design / City Design Tradespeople