

CARLTON LITTLETON



•City, State• (555) 555-5555 • carltonalexlittleton@gmail.com•

•SKILLS•

- Communication, Analytical & Critical Thinking, Project and Team Management•
- MS Office Suite, G Suite, Adobe Creative Suite (Illustrator/Indesign), PLM, NuORDER, Slack, Canva•
- Fluent in English and Spanish, proficient in Italian•

•WORK EXPERIENCE•

Acme Corp, City, State - January 2017 - Present - *Merchandising Manager*

- Manage \$45 million in volume across 800+ skus for X accessories, Y license and Z's Private Label
- Develop 5 new sustainable brands that increased profits by 35% and increased consumer awareness by 29%
- Manage the progress of 4-5 cross functional teams as well as merchandising assistants, freelancers and interns
- Oversee our design, sourcing and PD teams to follow the development roadmap of all products to assure we are hitting timeline, brand strategy and the company's financial margin goals
- Consistently maintain margin goals of 50%+ for all brands by negotiating cost of goods and collaborating with our external and internal vendors
- Partner with our manufacturing facilities to build new product using innovative materials and new technologies
- Responsible for innovative line plans that show growth opportunities as well as managing year over year skus and assortments
- Increased sales 10% by customizing assortments and reacting to opportunities in off price markets such as ABC and XYZ
- Create ecomm specific assortments that increases our .com revenue by 42% and expands our assortment on [name removed], [name removed], [name removed] and [name removed] increasing POS sales by \$1M
- Collaborate with the ecomm team on big ideas, email blasts, photoshoots, Nuorder and website strategies to maximize our D2C platforms and increase online visibility by 28%
- Develop licensed and private label assortments that increased sales by 23%
- Manage International product, distribution and pricing strategy for Mexico, Canada and Europe
- Comprehensive analysis of consumer, trend and competitive markets to quickly react to changes in the retail environment
- Implement environmentally conscious innovation company wide as a member of company's Sustainability Committee
- Analyze weekly/seasonal selling for style, color and channel sell-throughs that we quickly implemented into the line

ABC International, City, State - November 2015 - December 2016- *Associate Merchandiser*

- Partnered with Design, PD and Sourcing on the launch of a sportswear brand, managing all costs and assortments
- Managed 300+ skus and 18 million in volume within our off price and mainline categories
- Increased sales by 5% by implementing exclusive products for our biggest off price accounts like [name removed]
- Competitive trend and retail analysis to assure our assortment achieves and exceeds expectations of the market

Acme, Inc., City, State - January 2014 - March 2015- *Assistant Merchandiser*

- Teamed with PD on costing to make sure that all items were priced to hit our margins and fit within the retail market
- Managed international pricing to align with company and US standards
- Created sku plans for upcoming seasons that took into account best & worst sellers as well as consumer and fashion trends
- Worked with the ecomm team on assortments for retailers and D2C platforms

XYZ Company, City, State-February 2012- December 2013- *Sales Assistant*

- Managed specialty store accounts and international opportunities increasing the customer base by 5%
- Sku and order management for all accounts including EDI, swaps, RA's, and Re-orders
- Managed store visit for clinics, visual merchandising, market research, and employee feedback

Acme Luxe, City, State -January 2010- January 2012-*International Merchandising Assistant-Freelance*

- Worked on Women's Handbags, Men's Bags and Small Leather Goods categories for all International markets
- Managed selling and buy reports for 200+ skus across Coach China, Coach Japan, and Coach International (Mexico, Middle East & Europe)
- Effectively built relationships with merchants to seasonally build collections and assortments specific to International needs

•EDUCATION & TRAINING•

- Acme University of Art and Design, B.A. Fashion Merchandising•
- Acme Italia, Introduction to Fashion Design Certificate •
- Google, Project Management Certificate• Google, Data Analytics Certificate•

Carlton Littleton

M E R C H A N D I S I N G M A N A G E R

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SUMMARY

Merchandising manager with 10+ years of experience managing wholesale and retail categories, from handbags and accessories to contemporary and ready-to-wear clothing for men and women. Proven ability leading cross-functional teams to define scope, roadmaps, goals, and budgets for successful assortments and collections. Experienced in analyzing all angles of product lifecycle for cohesive and profitable product lines, from development to in-store. Strong communication, analytical, critical-thinking, and problem-solving skills used to lead teams in creating solutions that meet stakeholders' needs. Focused on trends, sustainability, and innovation to keep abreast of the future of the industry.

CORE COMPETENCIES

Brand Management • Cost Accounting & Management • Data Analysis • E-commerce • Fashion Buying
 Financial Analysis • Merchandising Strategy • People Management • Product Assortment Planning
 Product Development • Product Lifecycle Management • Project Management • Sales Analysis
 SKU Management • Trend Analysis & Forecasting • Vendor Management

WORK EXPERIENCE

Acme Corporation • City, State

January 2017 — Present

A legwear, intimates, and hosiery manufacturer marketing 8 brands including X, Y, and Z.

Merchandising Manager • January 2019 – Present

Merchandise • January 2017 – January 2019

Manage \$45 million in volume across 800+ SKUs for X, Y, and Z's private label. Oversee 4 to 5 cross-functional teams as well as merchandising assistants, freelancers, and interns to ensure that product development roadmaps achieve timelines, brand strategies, and financial margin goals. Partner with manufacturing facilities to build new products using innovative materials and new strategies. Manage international product, distribution and pricing strategies for Mexico, Canada, and Europe. Analyze consumers, trends, and competitors.

- Created e-commerce assortments that increased online revenue by 42% and expanded assortment on [name removed], [name removed], and [name removed] online stores, increasing point-of-sale transactions by \$1 million.
- Consistently maintain margin goals of 50%+ for all brands by negotiating cost of goods and collaborating with external and internal vendors.
- Collaborated with E-commerce team on idea generation, email marketing, photoshoots, and website strategies to maximize direct-to-consumer platforms and increase online visibility by 28%.
- Implemented mindset of environmentally conscious innovation across the company and developed 5 new sustainable brands that increased profits by 35%.
- Developed licensed and private label assortments that increased sales by 23%.

ABC International • City, State

November 2015 — December 2016

A clothing, fashion, cosmetics, and beauty company that focuses primarily on sportswear and casual clothing for niche markets.

Associate Merchandise

Managed \$18 million in volume across 300+ SKUs for a brand's off-price and mainline categories. Completed competitive trend and retail analyses to ensure that assortments achieved and exceeded market expectations. Partnered with Sales team for retail price and product requests and created Market Week tools for the team.

- Collaborated with Design, Product Development, and Sourcing teams on the launch of a sportswear brand, managing all costs and assortments.
- Achieved a 5% increase in sales by implementing exclusive products for the biggest off-price accounts including [name removed] and [name removed].
- Created all color assortments and pricing tools for brand's off-price and mainline brands.

Acme, Inc. • City, State**January 2014 — March 2015***The men's line of Acme Women which produced bags, small leather goods, menswear, watches, and technology items.***Assistant Merchandiser**

Partnered with Product Development team on costing to ensure that all items were priced to hit margins and fit within the retail market. Managed international pricing to align with company and U.S. standards. Arranged photography and visual lookbooks and linesheets for e-commerce. Completed trend and competitive analyses for thorough understanding of the market.

- Oversaw the assortment planning for small leather goods and watch categories based on sales and trends.
- Created and updated lineplans and SKU plans for upcoming seasons that considered best and worst sellers as well as consumer and fashion trends.
- Partnered with E-commerce team on assortments for retailers and direct-to-consumer platforms.

XYZ Company • City, State**February 2012 — December 2013***A contemporary, luxury brand that produces clothing, shoes, handbags, and eyewear collections.***Sales Assistant**

Coordinated samples for all online account shoots and press events. Entered orders and partnered with Logistics team regarding swaps, return authorizations, and reorders. Created photo linesheets and press packets containing best-sellers for Market Week distribution. Attended sales meetings with Merchandising and Design teams for more successful sell-through.

- Managed specialty store accounts and international opportunities that increased customer base by 5%.
- Managed store visits for clinics, visual merchandising, market research, and employee feedback.

Acme Luxe • City, State**January 2010 — January 2012***An American luxury design house specializing in handbags, luggage, accessories, and ready-to-wear.***International Merchandising Assistant (Freelance)**

Worked on women's handbags, men's bags, and small leather goods categories for all international markets. Managed sell and buy reports for 200+ SKUs across Acme Luxe China, Acme Luxe Japan, and Acme Luxe (Mexico, Middle East, and Europe). Managed and updated assortment tools for silhouettes and color flow distribution. Analyzed data and leveraged sales analyses to make decisions regarding buys and minimum issues.

- Effectively built relationships with merchants to build seasonal collections and assortments specific to international needs.
- Researched competitors to better understand international markets and made recommendations to drive business growth.
- Organized seasonal hindsight meetings to analyze best and worst sellers.

EDUCATION & SKILLS

Education**Bachelor of Arts, Fashion Merchandising**

Acme University of Art and Design • City, State

Training**Certificate, Introduction to Fashion Design**

Acme Italia • Florence, Italy

Project Initiation: Starting a Successful Project

Coursera (issued July 2021)

Foundations of Project Management

Coursera (issued June 2021)

Technical Skills

Adobe Creative Cloud (Illustrator, InDesign) • Asana • Canva • Essentus • G Suite • Microsoft Office • Microsoft Teams • PLM • NuORDER • Slack

Language Skills**English** (fluent) • **Italian** (proficient) • **Spanish** (fluent)

Carlton Littleton

PROJECT MANAGER

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SUMMARY

Time-oriented professional who has leveraged 10+ years of experience in merchandising to develop strong project management skills, successfully planning and leading small- and large-scale projects. Proven ability leading cross-functional teams to define project scopes, roadmaps, goals, and budgets. Able to manage multiple tasks simultaneously under pressure and under tight deadlines. Attention to detail used to consistently deliver projects on time and within budget. Strong communication, analytical, critical-thinking, and problem-solving skills leveraged to lead high-performing teams.

CORE COMPETENCIES

Budget Management • Cost Accounting & Management • Data Analysis • Financial Analysis • People Management
 Process Improvement • Product Development • Project Lifecycle Analysis • Project Management • Project Scheduling
 Resource Management • Risk Management • Stakeholder Relationships • Vendor Management • Workflow Management

WORK EXPERIENCE

Acme Corporation • City, State

January 2017 — Present

A legwear, intimates, and hosiery manufacturer marketing 8 brands including X, Y, and Z.

Merchandising Manager • January 2019 – Present

Merchandiser • January 2017 – January 2019

Create project plans to implement roadmaps for the development of seasonal (fall and spring) products for two large brands and various small brands. Meet with stakeholders to determine goals and budgets. Oversee and meet regularly with 4 to 5 cross-functional teams to ensure that product development roadmaps achieve timelines and financial margin goals on time and within budget. Manage project risk by anticipating potential issues early and communicating regularly with stakeholders.

- Project-managed the successful launch of 2 new brands through researching, planning, and managing the development process, ultimately increasing business by 10%.
- Implemented new processes, charts, and forms to reduce complexity and manual labor in systems and project plans.
- Cultivated relationships with external partners to develop new programs, overseeing their implementation to completion.
- Grew the business by 23% through project-managing the creation of new products for e-commerce and specialty markets.
- Consistently meet all project deadlines, bringing all products to market on time, maintaining budget goals by negotiating with internal and external stakeholders.

ABC International • City, State

November 2015 — December 2016

A clothing, fashion, cosmetics, and beauty company that focuses primarily on sportswear and casual clothing for niche markets.

Associate Merchandiser

Reporting directly to the Vice President of Merchandising, managed a team to project-manage the development of two product lines. Met with stakeholders to determine goals and budgets. Implemented seasonal product roadmaps, defined budgets, and held weekly meetings to ensure that team members, timelines, project scopes, and budgets remained on track. Managed project risk by anticipating potential issues early and communicating regularly with stakeholders. Simultaneously managed several ad hoc small projects.

- Implemented new processes, charts, and forms to reduce complexity and manual labor in systems and project plans.
- Successfully managed a cross-functional team comprising 3 to 5 people to achieve product and company goals.
- Project-managed the successful launch of a new brand through researching, planning, and managing the development process.
- Built relationships with external partners to develop new programs, overseeing their implementation to completion.
- Consistently met all project deadlines, bringing all products to market on time, maintaining budget goals by negotiating with internal and external stakeholders.

Acme, Inc. • City, State**January 2014 — March 2015***The men's line of Acme Women which produced bags, small leather goods, menswear, watches, and technology items.***Assistant Merchandiser**

Partnered with Product Development team on costing to ensure that all items were priced to hit margins and fit within the retail market. Managed international pricing to align with company and U.S. standards. Arranged photography and visual lookbooks and linesheets for e-commerce. Completed trend and competitive analyses for thorough understanding of the market.

- Project-managed the assortment planning for small leather goods and watch categories based on sales and trends.
- Created and updated lineplans and SKU plans for upcoming seasons that considered best and worst sellers as well as consumer and fashion trends.
- Partnered with E-commerce team on assortments for retailers and direct-to-consumer platforms.

XYZ Company • New York, NY**February 2012 — December 2013***A contemporary, luxury brand that produces clothing, shoes, handbags, and eyewear collections.***Sales Assistant**

Coordinated samples for all online account shoots and press events. Entered orders and partnered with Logistics team regarding swaps, return authorizations, and reorders. Created photo linesheets and press packets containing best-sellers for Market Week distribution. Attended sales meetings with Merchandising and Design teams for more successful sell-through.

- Managed specialty store accounts and international opportunities that increased customer base by 5%.
- Managed store visits for clinics, visual merchandising, market research, and employee feedback.

Acme Luxe • City, State**January 2010 — January 2012***An American luxury design house specializing in handbags, luggage, accessories, and ready-to-wear.***International Merchandising Assistant (Freelance)**

Worked on women's handbags, men's bags, and small leather goods categories for all international markets. Managed sell and buy reports for 200+ SKUs across Acme Luxe China, Acme Luxe Japan, and Acme Luxe International (Mexico, Middle East, and Europe). Managed and updated assortment tools for silhouettes and color flow distribution. Analyzed data and leveraged sales analyses to make decisions regarding buys and minimum issues.

- Effectively built relationships with merchants to build seasonal collections and assortments specific to international needs.
- Researched competitors to better understand international markets and made recommendations to drive business growth.
- Organized seasonal hindsight meetings to analyze best and worst sellers.

EDUCATION & SKILLS

Education**Bachelor of Arts, Fashion Merchandising**

Acme University of Art and Design • City, State

Training**Project Initiation: Starting a Successful Project**

Coursera (issued July 2021)

Foundations of Project Management

Coursera (issued June 2021)

Certificate, Project Management

Google Grow (in progress)

Technical Skills

Project Management: Budget Charts • Communication Plans • Gantt Charts • PLM • Project Charters • Project Plans • Project Schedules • Responsibility Assignment (RACI) Charts • Risk Management Plans • Statements of Work

Productivity: Asana • G Suite • Microsoft Office • Microsoft Teams • Slack

Language Skills**English** (fluent) • **Italian** (proficient) • **Spanish** (fluent)