

Harriet Green

Central London
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Profile

An organised and creative individual, with extensive experience in multiple retail and wholesale environments, who thrives in a fast paced, challenging and multicultural setting.

Experience

Bershka, London – Jan 2017 - Present

Retail and Wholesale Buying Admin Assistant

- Choosing and purchasing stock for various sections including womenswear and childrenswear for many retail stores.
- Creating and installing new streamlined processes for and after the opening of the multiple brand new stores, working with a new team.
- Critical path management incorporating direct business, retail team and wholesale accounts and ensuring that all relevant colleagues are updated on changes.
- Managing over 2750 samples at any given time during a season and managing photoshoots for all of them.
- Competitor analysis covering product, assortment, strategy and pricing including analysis on the data found produced once a month across three channels.

G-Star Raw, Manchester – Jun 2015 - Dec 2016

- Taking responsibility for womenswear department and increasing proportion womenswear sales from 20% to 50% of total sales mix.
- Assisting on and implementing a reset of the flagship store on Regent Street with the visual merchandising team after actively seeking out opportunities for self-development.
- Creating excellent customer service, building customer rapport, and detailed product knowledge was key to driving strong KPIs and repeatedly surpassing targets both individually and as a team.

Jack Wills, Cambridge – June 2015

- Responsible for all communication with local authorities and businesses prior to and during a photoshoot for a marketing campaign.
- Gained valuable skills in translation and how to translate according to culturally specific customs including a legal incident involving insurance claims.
- Consolidated my ability to stay calm and focussed under pressure.
- Learned new skills related to production and styling on an international photoshoot.

Education

University of the Arts London – 2014 - 2017

- Business and Management (Hons) 2:1

A Levels - Cambridge Hills Road Collage – 2012 - 2014

- German A
- Business Studies A*
- Mathematics C

GCSEs - Bury St Edmunds Secondary School– 2010 - 2012

- 10 grades A - A*

Skills

- Skilled in Microsoft Office with Adobe Creative Suite knowledge.
- Fluent in German.
- Great time management and delegation skills.
- People skills and leadership skills.

Interests

- Regular horse riding attending various events as part of a weekly club.
- Piano Grade 7.
- Avid travelling with great passion for international food.

References available on request.