

Maribel Sanchez
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Authorized to work in the US for any employer

Work Experience

Sales Assistant to SVP of Sales

Topsville, Inc - New York, NY

February 2015 to Present

- Enter Sales and Bulk Orders
- Run, Monitor, & analyze, Inventory (WIP), ATS, Open orders, & Late production reports
- Enter EDI orders in the system and submit to the warehouse, and follow up all shipments
- Work alongside team for completion of order confirmations and all order maintenance, discrepancies, & submission
- Market Preparation, for upcoming market week
- Prepare & Participate in showroom appointments with the VP of sales
- Send samples to buyers when necessary
- (Lab/Dips-Strike Off-PPS-TOPS-Ad Samples)
- Track samples in and out of the showroom
- Liaison with production and design teams

Merchandiser Manager

Macy's - New York, NY

June 1999 to January 2015

- Assisted the buying team with daily clerical tasks and data entries such as setting up new vendors, entered purchase orders, inputting POS and mark downs, assisted with the development of weekly sales reports
- Prepared, analyzed and distributed best-seller reports
- Assisted in all aspects of retail merchandise systems maintenance, purchase orders management, researching and debugging system errors
- Managed data integrity for all assigned categories and products
- Performed general office and administrative duties: scheduling, filing, mailing and other departmental needs such as mail and e-mail distribution
- Trained and managed staff

Education

Bachelor's in Fashion Merchandising

Berkeley College - New York, NY - September 2005 to May 2008

Skills

- Order Management using File maker, Visual Softwarware, & As400
- Excel, MS Word, Outlook, Merchandising, E-Commerce, Customer Service