

Thank you for providing the details of the role and expectations. I have attached my resume for your review. Over the years, my current and previous roles had a central focus on communication and management of databases. Currently, at TJX, I frequently communicate with our vendors, set up new vendors and provide weekly, monthly and quarterly internal reports. I have been part of the USMS family since 2013 and have frequent engagement with various teams at local, regional and national swim meets (see next page)

Meghan O'Donnell

mmoodonnell@gmail.com | 626.376.2684

PROFESSIONAL EXPERIENCE

Merchandise Assistant – TJX | Los Angeles, CA | June 2023 – Present

- Support 2 Buyers on a variety of administrative functions
- Communicate with 30 + vendors weekly to support buyers
- Execute, monitor and edit purchase orders
- Provide weekly, monthly and quarterly reports of the specific area of business
- Update vendor database weekly
- Set-up new vendors

Event Operations – JOLYN | Huntington Beach, CA | Apr. 2022 – Sept.2022

- Leadership by developing an inclusive team throughout sales, supply chain and management
- Delivered a 20% over target result during annual sales event
- Daily analyzed ERP and POS data
- Established process and procedures for consistent inventory management
- Produced weekly sales reports of the travel representatives

Store Manager – JOLYN | Huntington Beach, CA | Aug. 2018 – Apr.2022

- Responsible for the selection, purchase, and delivery of store inventory
- Managed daily operations of sales, staff, and inventory
- Coordinated visual merchandising displays with the Director of Sales to drive sales
- Produced greater than 99% accuracy during quarterly fiscal inventory
- Analyzed and presented weekly sales reports
- Delivered a 5% over target sales goal in 2019
- Strategically planned of marketing to achieve sales targets

Store Manager – MeredithM | Altadena, CA | Oct. 2014 - Aug. 2018

- Managed daily operations of sales, staff, and inventory
- Assisted with the selection, purchase, and delivery of store inventory
- Produced daily social media content to drive sales
- Produced greater than 99% accuracy during monthly fiscal inventory
- Developed external network through community outreach and events
- Created an e-commerce website to produce additional revenue

E-Commerce/Marketing Assistant – MAXSTUDIO.COM | Pasadena, CA | Jul. 2013 - Oct. 2014

- Managed the e-commerce website by updating product information including imagery, copywriting content and inventory
- Merchandised product on website by uploading newest arrivals and categorized merchandise into specific departments to optimize best shopping experience
- Assisted on photo shoots to ensure correct product was being shot and labeled accurately
- Produced social media content to drive web traffic
- Gathered product information to produce marketing and promotional materials (Look Book, Media, and Print Advertisements)

Member Engagement Associate – HauteLook | Los Angeles, CA | Mar. 2012– Jul. 2013

- Managed the beginning-to-end email production process for promotional and corporate

- emails including building all campaigns
- Optimized results for email campaigns by testing subject lines, creative, copy etc.
- Monitored competitive landscape by evaluating branding, email design, messaging, functionality, interactivity, deliverability, lifecycle, and email program development
- Produced monthly summary report for HauteLook leadership

Production Coordinator - HauteLook | Los Angeles, CA | Jan. 2012 – Mar. 2012

- Performed data quality control
- Ensured all images were accounted for and properly labeled
- Merchandised catalog to drive web traffic and sales

Samples Assistant - HauteLook | Los Angeles, CA | Mar. 2010 – Jan. 2012

- Checked in 300-350 samples per day
- Managed Sample Team to ensure daily tasks are accomplished, all items are accounted for

Account Executive - Celebrity Service International | Los Angeles, CA | Feb. 2007 - Jan. 2010

- Produced business proposals to perspective clients outlining our membership and pricing options
- Established great public relations relationships by updating the media with accurate contact information and provided accurate event information
- Coordinated Celebrity Service coverage at the Sundance Film Festival

SKILLS & SOFTWARE

Microsoft Office Suite | NetSuite | Shopify | Google Workspace | suitePOS | Asana | Square
Social Media Platforms (Facebook, Instagram, TikTok) | Canva | Adobe PDF | Retail Management |
Sponsored Athlete Management | Merchandise Buying | Inventory Management | E-Commerce

EDUCATION

The Fashion Institute of Design & Merchandising (FIDM) - Associate of Arts Degree:

Merchandise Marketing (Professional Designation) | March 2010

California State University, Long Beach - Bachelor of Arts: Broadcast Journalism | May 2007

Club & Affiliations: Rose Bowl Master Swim Team