

Marketing Product Coordinator

ROBERT SMITH

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Objective

8 years of experience as a Product Coordinator. Responsible for the coordination and implementation of grain products and equipment. Achieving planned service deliveries and reduction in asset base.

Skills

Graphic Design, Product Design, Administrative.

Work Experience

Marketing Product Coordinator

ABC Corporation - July 2006 – September 2009

- Assisted in the development of infant hosiery, footwear and travel accessories for major brands.
- Designed CAD sheets to initiate sample process for international factories via Illustrator and Photoshop.
- Provided comments through all stages of product lifecycle via telephone and Outlook.
- Helped resource less expensive materials or design elements to reduce company cost.
- Developed, organized and maintained product development sheets in AS400.
- Followed customer-specific approval process for the product, product testing, and package design ensuring brand integrity.
- Communicated with domestic vendors regarding package development, die-line, color matching, copy accuracy as well as assist with model selection.

Product Coordinator

ABC Corporation - 2001 – 2006

- Answer customers questions about merchandise and advise customers on merchandise selection.
- Stock shelves, racks, cases, bins, and tables with new or transferred merchandise.
- Receive, open, unpack and issue sales floor merchandise.
- Clean display cases, shelves, and aisles.
- Compare merchandise invoices to items actually received to ensure that shipments are correct.
- Stamp, attach, or change price tags on merchandise, referring to the price list.
- Design and set up advertising signs and displays of merchandise on shelves, counters, or tables to attract customers and promote sales.

Education

A.A.S in Management Specialist - (Lewis and Clark Community College)