

LAURA F. LOGISTICS

43 Garment Street
Boston, Massachusetts 02100
(617) 000-0000

SUMMARY:

Eight years progressive experience in the garment industry encompassing logistics, marketing, planning, and special projects • Proven ability to manage and motivate staff effectively • Solid record of rapid promotions based on performance • Demonstrated skill managing simultaneous projects and meeting deadlines within demanding environments.

PROFESSIONAL EXPERIENCE:

QSW INDUSTRIES INC.

BOSTON, MA

(\$600M wholly owned subsidiary of YNU Inc.)

LOGISTICS MANAGER

1987 to present

- Manage staff of five coordinators in the tracking, expediting and billing of shipments of finished goods valued at \$60M monthly from domestic and foreign factories.
- Closely coordinate with Inventory Control Manager and Traffic Manager.
- Keep current on import and liability regulations.
- Implemented successful procedures for this new division leading to largest billing in company history during second month of operation.
- Assisted MIS staff in conversion from Data General to IBM system.
- Promoted from **Logistics Coordinator (April to June 1987)**.

ACCOUNT EXECUTIVE

1986 to 1987

- Collaborated with Product Manager and Marketing Director on a major account.
- Developed sales projections, assisted in costing, coordinated transportation of raw materials and finished products, and approved billing chargebacks and debits.
- Established new division within 6 months and implemented all training.
- Received company awards for outstanding contributions after 6 months of employment.

WDE INC.

BOSTON, MA

(Large off-price retail chain)

PLANNING ANALYST

1984 to 1986

- Analyzed sales and inventory trends; constructed and modified unit/dollar forecasts.
 - Evaluated stores' performance on regional basis and recommended action plans.
 - Researched and developed new store layouts and budgets.
 - Designed and coordinated merchandising of new Big & Tall Department in 5 stores, now successfully established in 150 stores.
 - Previously held positions of **Clerical Assistant (January 1980 to April 1981)**, **Distributor (April 1981 to October 1982)** and **Senior Distributor (October 1982 to June 1984)**.
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EDUCATION:

Certificate - In-house Management Training Program

Diploma - Greater Boston Regional Vocational Tech

