

Kyndall Reinson
Business Communications
E19_ 94232_ _CA3

ONLINE FORMATTING

Presented to Cristina Guraeib

LaSalle College
August 2, 2019

NAME__Kyndall Reinson_____

1. BUSINESS LETTER

Versace
1347 400th St.
Vancouver, British Columbia
6H2 4V8
674-882-3714

January 4, 2019

ECM- Ethical Clothing Manufacture

4867 Avenue East

Montreal, Quebec

G5H H7A

Dear, Atayi Jones

Re: Addressing the Issue

I wanted to reach out to you to let you know immediate action was taken place once we were informed of your experience. We do not condone that type of behaviour at Versace and we are sorry to have heard.

My hope is to continue working closely with you as from now it will only be myself handling business transactions with you.

I would love to have a sit down with you and go over any concerns you may have. Please let me know which day you are available.

Sincerely,

Kyndall Reinson
Senior Buyer
Versace

www.versace.com

reinsonk@versace.com
674-882-3714

2. BUSINESS E-MAIL

Opportunity in the field

Dear Mr. Rowan

I would love to meet with you to discuss my career and how advancing me to senior buyer would be beneficial.

I have been with the company for 3 years providing amazing results. I am efficient in my work and I have worked closely with the previous senior buyer and I know what it takes to lead the team. I know how to work independently, and which tasks would need to be delegated.

I have skill sets I would love to apply to this new position, and I am eager to take on more responsibility. I hope you will keep me in consideration.

Please let me know when we can meet to further discuss my position here. I look forward to hearing from you and continuing this conversation in person.

Thank you,
Kyndall Reinson
Buyer
Versace
674-882-3714

(LaSalle, 2019)

3. BUSINESS MEMO

Versace

TO: Purchasing Department

FROM: Purchasing Department

CC: Design Department, Marketing Departments, Finance Department

DATE: December 12, 2018

RE: New Senior Buyer

I am ecstatic to announce we have fulfilled the Senior Buyer position and that I will be taking on this new role within the next month. You will pitch your fashion ideas to me, I will negotiate the contract periods and find suppliers, I will handle shipment procedures including any errors should they arise and I will be the one you inform of any issue with product (PayScale, 2019).

Some of you I have already been working closely with and I'm looking forward to getting to work with the rest of the team.

There will be a scheduled meeting January 8th at 8:00 am to go over purchasing plans, budgets, and the results of the current product line. If there are any questions please do not hesitate to contact me at my company email reinsonk@versace.com

4.

Team problems	Solutions to team problems
1. Lack of communication	Regular interactions, team meeting and trust building exercises
2. Deadlines not being met	Following up with the team members providing help where needed
3. Workload not properly divided	Open the lines of communication so co-workers can come to you if they are feeling overwhelmed
4. Unsure of authority in decision making	Define everyone's roles and responsibilities from the beginning and revisit if necessary
5. Conflicts and disagreements	Acknowledge and resolve conflicts immediately by listening to both sides and coming to a compromise between team members

(LaSalle, 2019).

5. MEETING AGENDA

DATE: January 8, 2019		NAMES AND CONTACT INFORMATION OF PARTICIPANTS:	
TIME: 8:00 am		Camelia Rieger: 673- 841- 2287 crieger@versace.com	
DURATON: 1 hour		Alex Gertrue: 673-871-4445 alexgertrue@versace.com	
PLACE: Conference room		Memphis Duku: 673- 416- 7917 memphisd@versace.com	
		Teila Marters: 673- 435-1 899 t.marters@versace.com	
		Giovanna Giudice: 673- 8116 guiduice.giovanna@versace.com	
PURPOSE OF MEETING: To prepare for next seasons purchase and analyze the current sales to see if adjustments are necessary		Tyran Castell: 673- 824- 1988 tyrancastell@versace.com	
PREPARE: Competition product lines/sales (LaSalle, 2019), Trend analysis, inventory turnover		REQUIRED MATERIALS: Laptops or paper and pen, reports (inventory, research, sales)	
ANGENDA ITEMS	PERSONS RESPONSIBLE	PROCESS (CONSENSUS OR OPEN DISCUSSION)	TIME
Sales Reports/ Inventory Turnover	Giovanna Giudice & Alex Gertrue	What is selling, what isn't, how the sales are doing	8:00 am
Financial Budgets/ Purchasing Plan	Camelia Rieger & Kyndall Reinson	Budget for purchasing the next line, plans for holiday sales, which items will be stocked	8:20 am
Trend Analysis/ Market research	Teila Marters, Tyran Castell & Memphis Duku	What's popular, what/how is the competition doing	8:40 am
Fashion/Trade Show Calendar	Kyndall Reinson	Times and dates of the fashion and trade shows/ who will be attending at which events	8:55 am

6. MEETING SUMMARY

DATE: January 8, 2019	PEOPLE IN ATTENDANCE
PREPARED BY: Kyndall Reinson	Camelia Rieger
FACILATOR: Camelia Rieger	Alex Gertrue
PLACE: Conference room	Memphis Duku
	Teila Marters
	Giovanna Giudice:

SUMMARY OF MEETING: Budget and purchasing plan for next season will be \$120,000,000, Tyran Castell, Teila Marters & Memphis Duku will attend the trade shows February through July and the NY fashion show in September. Our most popular product are the short dresses, the least is the children's line.		Tyran Castell
DECISIONS AND AGREEMENTS MADE: Bourgeois French style and punk fashion styled in checkered prints, neon and capes for the trend in the fall/winter 2019-2020. (Trochu, 2019). Over sized accessories are the trends. More stock for the women's clothing line.		Kyndall Reinson
ACTION TO BE TAKEN	NAME	DEADLINE
Meet with suppliers and order shipment	Teila Marters Tyran Castell	February 2, 2019
Ensure budget is being followed	Camelia Rieger Kyndall Reinson	Periodically within each quarter
Product launch	Teila Marters Giovanna Giudice Memphis Duku	August 10, 2019
Tracking inventory	Alex Gertrue	31 st of every 3 rd month

7. SELF-EVALUATION

The three most challenging aspects of the assignments
Figuring out how I would compose the letter to the receiver
Assigning the tasks and preparing the meeting
Deciding on which team problems can arise

Three aspects you are most proud of
I am most proud of the layout. The organization of the tables and letter formatting makes the paper look neat and professional.
Applying my knowledge to the template and figuring out how to compose the letters, memos and agendas.
In the meeting on our agreements I picked a real fashion trend for the Fall/Winter season.

Five different bibliographical sources
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