**Débora Melo  
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Objective

With the skills that I have acquired from my previous work experience, I feel that I can contribute to the company's continued success while at the same time I can continue improving my skills through daily work situations and challenges.

SKILLS

• Analyze product classifications, consumer market and pricing strategies

• Research, select and evaluate fashion product and price setting

• Markup calculations and negotiate terms and conditions with suppliers

• Budget and financial management system

• Control the budget and analyze sales reports

• Efficient, highly adaptable, multi-tasking, self motivated with a great ability to work under pressure  
• Responsible and well organized  
• Flexible in following directions and fast learner  
• Passionate and considerate team player  
• Great management leadership skills  
• Strong analytical skills

• Self-awareness, with a desire for constant self-improvement, goal –oriented

• Willingness to travel (domestic and international)

• Vertical retail experience

• Ability to operate a computerized inventory system

• Strong knowledge of Microsoft Office (Word, Excel and Power Point), Photoshop, Adobe Illustrator and InDesign

• Languages: Portuguese (Native Language) and English.

Education

Diploma in Fashion Merchandising – La Salle College – Vancouver, Canada – 2015

Post-degree in Fashion Production / Stylist – University Veiga de Almeida – Rio de Janeiro, Brazil – 2013

Bachelor’s degree in Fashion Design – University Veiga de Almeida – Rio de Janeiro, Brazil – 2008

Tourism and Hospitality – CTUR – Rio de Janeiro, Brazil - 2005

PROFESSIONAL EXPERIENCE

*Sales Support –* Since Feb/2015

Victoria’s Secret (Canada)

• Responsible for processing merchandise to be floor ready and ensuring a full and abundant sales floor.

• Maintaining back room and under stock, including both merchandise and non-merchandise, to brand standard to enable efficient replenishment.

• Replenishing merchandise to standard by ensuring that all skus are represented on the sales floor.

• Daily placement of merchandise.

• Engaging with customers when on the sales floor and passing off to sales associates as appropriate.

• Assisting with other projects as directed including markdowns, re-tickets and MOOS process.

• Strong knowledge of brand standards.

• Supporting brand guide planning and execution in partnership with product and visual merchandise manager.

*Fashion Buyer -* May/2013 - June/2014

Opção Jeans (Brazil)

• Responsible for data integrity and accuracy of the line plan (e.g., style number, color options and codes, product attributes, retail price and forecasted units).

• Global sourcing and determining costing and budget requirements with overseas vendors.

• Evaluated the suppliers and found best products for the best prices while using negotiating skills.

• Managed global product samples and prepared them prior to meetings/presentations.

• Placed and reviewed orders and co-ordinated with suppliers and determined quantity and type of merchandise to purchase.

• Collaborated with cross-functional partners; including design, development, raw materials, sourcing, production, fast turn and brand, to gather key information that support merchandising decisions.

• Product Lifecycle Management for all styles in assigned product categories including introduction, build and retirement of those styles.

• Tracked and maintained proper levels of stocked inventory.

• Provided weekly performance summaries to support executive reviews.

*Fashion Buyer / Fashion Assistant Buyer* - November/2009 - April/2013

Grupo South (Brazil)

• Responsible for data integrity and accuracy of the line plan (e.g., style number, color options and codes, product attributes, retail price and forecasted units).

• Global sourcing and determined costing and budget requirements with overseas vendors.

• Evaluated the suppliers and found best products for the best prices while using negotiating skills.

• Managed global product samples and prepares them prior to meetings/presentations.

• Placed and reviewed orders and co-ordinated with suppliers and determined quantity and type of merchandise to purchase.

• Collaborated with cross-functional partners; including design, development, raw materials, sourcing, production, fast turn and brand, to gather key information that support merchandising decisions.

• Product Lifecycle Management for all styles in assigned product categories including introduction, build and retirement of those styles.

• Tracked and maintained proper levels of stocked inventory.

• Provided weekly performance summaries to support executive reviews.

• Vertical retail experience.

• Assurance product is manufactured to set specifications, costs and timelines.

• Photographed and recorded production samples images and updated tech packs.

*Fashion Assistant Buyer* - January/2009 - November/2009

Folic (Brazil)

• Responsible for developing and maintain costing spreadsheets and buy plans.

• Developed product technical packages for branded and private label products.

• Tracked sample to ensure suppliers meet deadlines.

• Photographed and recorded production samples images and updated tech packs.

• Updated and maintained catalogue of materials and components.

• Collaborated with cross-functional partners such as design, sales and marketing teams to develop and maintain the calendar of key deliverable dates for development, sourcing and production.

• Assisted designer with seasonal product presentations.

• Purchased of all trims and fabrics for order productions.

• Data entry on fashion management software.

OTHER Accomplishments

• Modern dance

• Recorder