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## ***Karen Michelle Lyle***

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### **Qualifications**

Working for one of the top retail/drug chains in the industry, I've had the opportunity to increase my knowledge of purchase orders, running sales reports, reducing on hand inventory, and replenishment. Assisting with both import/domestic items, I've improved my business skills such as; multi tasking, communication, and maintaining vendor relationships with some of the biggest in the industry, and customer retention by providing information to disgruntle customers. My passion and drive for success makes me a very team, and goal oriented person.

### **Work Experience**

***Walgreen, Co. Deerfield, IL***

***Purchasing Coordinator - Fashion Division January 2007 – Present***

- . Worked with various duties for \$300 million categories
- . Completed Forecasting for 2009 Sandal program and other seasonal programs
- . Communicate markdowns, and merchandise concerns to 6500 plus stores
- . Initiating markdowns, and merchandise call-ins for vendor returns to be transmitted to over 6500 stores
- . Contributing to a 40% decrease in the non-basic report on hand inventory in distribution centers, creating a increase in incremental sales for the department
- . Monitoring stock levels on current and old items by authorizing merchandise from distribution centers to stores
- . Initiating and maintaining item setups, import offer sheets, letters or credit, and buying confirmations

- . Keeping an organized system of merchandise for category managers
- . Developing and maintaining relationships with high profile vendors, and upper level management
- . Maintaining import and domestic purchase orders by updating warehouse ship to arrive dates, costs and quantity changes to ensure merchandise is received correctly and in a timely manner
- . Processing weekly sales reports for 67 vendors
- . Appointed chair of special projects for department

***Max Studio Chicago, IL***

***Key Holder June 2006 – August 2006***

- . Maintained and organized inventory control logs buy analyzing sales data each day
- . Supervised eight employees on selling floor in the absence of manager and assistant
- . Motivated sales team to identify goal, objectives, and opportunities through team building activities
- . Attended to daily store functions and operations: tracked year to date store sales, calculated daily sales to compare with monthly sales goals, prepared bank statements, and deposits, and calculated employee's daily goals.
- . Made sure all daily transactions were input correctly into store files
- . Administered follow up with clients to insure their satisfaction with our products

***Arden B. Nashville, TN***

***Fashion Specialist January 2006 – May 2006***

- . Kept clients up to date with store promotions and events via phone
- . Generating a 50% client business percentage to our store
- . Offered fashion advise to clients, showing classic, and trendy accessories to enhance their wardrobe
- . Kept track of my goals and monthly numbers
- . Motivated clients with 70% repeat sales through excellent customer service
- . Big Machine Records Nashville, TN
- . Assistant Stylist – Danielle Peck Video March 2006 – March 2006
- . Helped prepare wardrobe for artist and extras

- . Worked with artist with makeup and wardrobe changes
- . Coordinated and placement of wardrobe and props on video shoot

### **Education and Activities**

*Tennessee State University Nashville, TN*

*Bachelor of Business Administration in Marketing December 2006*

- . Tiger Gems dance team
- . TSU Showstoppers
- . Pre Alumni Council

### **Intercultural and Technical Skills**

- . Knowledge of retail math
- . Traveled to Japan; student exchange program
- . Proficient in Microsoft Excel, Lotus Notes, Power Point, and Microsoft Word,
- . Exceptional communication, analytical, team building, and multi-tasking skills