

MARY QUANT

mary.quant@gmail.com

Mobile 021 256 3812

CURRICULUM VITAE

PROFILE

A motivated and diligent Textile administrator with 5 years solid experience in the textiles industry. I am a team player who uses initiative and can work independently when required. I am seeking a role that will provide stimulation and challenge and the opportunity to use my creative flair.

SKILLS

- **Planning / Organising:** Organised and methodical. Able to establish and prioritise workflow to meet deadlines
- **Communication:** Able to communicate ideas clearly to people at all levels both orally and in writing.
- **Relationship Management:** Approachable and easy going. Able to quickly establish rapport with internal and external customers and suppliers. Will go the extra mile to ensure customer satisfaction.
- **Administration:** An experienced administrator who constantly strives to improve processes and systems. High level of accuracy and attention to detail.
- **Creativity:** Innovative and artistic. Able to think outside the square and consider all possibilities. A creative approach to identifying solutions and solving problems.

COMPUTER SKILLS

- **Microsoft:** Word, Excel, PowerPoint
- **Adobe:** Photoshop, Dreamweaver
- **IBM Lotus Notes**
- **Competent ERP** internal computer program Movex
- **MYOB**

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EMPLOYMENT HISTORY

**Roger Simms
2007 - 2010**

Administration
Home Textiles

**Roger Simms
2006 - 2007**

Administration
Homewares

**Roger Simms
2002 - 2006**

Customer Service
Representative

Role Function:

Reporting to the Manager Textiles, responsible for developing, establishing and maintaining the timeframe and quality control of product to ensure delivery date is adhered to.

Key Responsibilities:

- Check emails daily and respond to queries from mills, Customer services Team and external customers.
- Critical Path – developed the procedures to manage and maintain the timeframe and quality control of product to ensure the delivery date is adhered to.
- Packaging Specifications – developed a comprehensive specifications manual for all packaging for a large range of Manchester items
- Marketing Coordination – Brief the marketing department of the setting style required to meet the brand values. Co ordinate all product including the supporting props. Assist in photo shoots. Approve advertisements for magazines and brochures prior to publication. Develop PowerPoint presentations for new brands for the retail market.
- Relationship Experience – responsible for managing all of the above for Farmers who sells our brand Lemonade.
- Strategic Planning – work closely with the buying team developing new brands including the product offer and packaging and presentation requirements.
- General Administration – raise and monitor purchase orders, internal inventory control system (ERP) maintenance, customer services as required.
- Logistics - set up and management of new system for international deliveries.

Achievements:

- Promoted to Administration Home Textiles and in addition to current duties was responsible for creating new administrative procedures e.g. data capture sheet.
- Successfully merged a new business into the current business structure.
- Promoted from Customer Services Representative to Administration Homewares.

REFEREES

Jo Bloggs
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