

Timothy Nguyen

Buyer

Assistant Buyer with two years supporting a \$4.8M men's accessories category. Comfortable owning purchase order entry, vendor follow-up, and weekly sales recaps, and looking to take on more assortment work under a senior buyer.

EDUCATION



B.S. Fashion Merchandising, The Ohio State University, 2022

KEY SKILLS



- Purchase order entry
- Oracle Retail Merchandising
- Excel (pivots, VLOOKUP)
- Sell-through recaps
- Vendor communication
- Sample and line sheet management
- Competitive shop reporting
- Attention to detail

PROFESSIONAL EXPERIENCE



Assistant Buyer, Men's Accessories | Brenton Field Stores, Columbus, OH, 2022 – Present

- Write and track 200+ purchase orders per season, catching one vendor packing-list error that would have overstated receipts by \$48K
- Build the Monday sell-through recap for the buyer, pulling from Oracle Retail and flagging any item running more than 15% off plan
- Coordinate sample check-in for market week, keeping the showroom and line list aligned across 22 vendors
- Sit in on vendor cost negotiations and now lead follow-up calls on delivery windows

Merchandising Intern | Kittredge Boutique Group, Columbus, OH, Summer 2021

- Supported the women's shoe buyer during pre-market prep, organizing line sheets and competitive shop reports
- Recapped store visits across 6 locations and summarized customer feedback for the seasonal review
- Helped clean the master vendor file, removing duplicate contacts and updating terms of address