

## ▶JILL LAI

jill.lai@gmail.com

6123 2023

### SUMMARY

Quality-driven and strategic expert in the buying industry for 3+ years. Detail-minded in marketing initiatives and cost-effective business to strive for excellence in maintaining vendor relations and efficiency at inventory replenishment.

### EXPERIENCE

#### Senior Buyer, Nana Fashion Group Ltd.

Jun 2012 - Present

- ▶ Performed market research on upcoming fashion trends, and prepared open-to-buy (OTB) budget forecasts for top management approval
- ▶ Closely monitored a detailed OTB system, controlling sales and stock levels in order to maintain budgeted sales plan and maximise business growth
- ▶ Assisted in merchandising mix and assortment in accordance with respective strategies set by management for different Direct Operating Stores (DOS)
- ▶ Assisted in performing quarterly sizing analyses and developing seasonal allocation plans that aligned with buy and flow strategies
- ▶ Coordinated the placement of purchase orders and completed the process in liaison with planning team from initial order placement to product arrival

### ACHIEVEMENTS

- ▶ Formulated 3 new buying strategies and product mix for each season's collection to help boost growth of revenue by 10% in 2013
- ▶ Generated cost savings by negotiating with suppliers on quotes and repeat purchases or other discretionary purchases prior to PO placements

### QUALIFICATIONS

#### Hong Kong Design Institute, 2010-2012

Higher Diploma in Fashion Design and Product Development

### COMPUTER SKILLS

Microsoft Office (Word, PowerPoint, Excel & Access), Adobe Creative Suite (Photoshop & Illustrator)

### LANGUAGES

Cantonese (Native)    English (Fluent)    Mandarin (Intermediate)    Japanese (Basic)