

Madeleine Howell

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EDUCATION

University of Georgia

Fashion Merchandising Major, Consumer Economics Minor, Sustainability Certificate

Athens, GA

May 2020

University of Georgia, Study Abroad

Fashion Merchandising

London, United Kingdom

Summer 2017

University of Georgia, Study Abroad

Fashion Product Development

Ghana, West Africa

Summer 2018

Atlanta International School

High School and International Baccalaureate (IB) Diplomas

Atlanta, GA

May 2016

PROFESSIONAL EXPERIENCE

Assistant Buyer – Private Label

Bloomingdale's

New York, NY

October 2021 – Present

- Analyze and recap business performance on a weekly, monthly, and seasonal basis. Deliver written and visual reports of findings to upper-level management to identify strengths, weaknesses, and opportunities in assortment and strategy.
- Competitive shop and identify trends in market to make merchandise recommendations, discover potential vendors, highlight voids in assortment, and compare promotional strategies to that of competitors.
- Maintain seasonal time and action calendar to ensure deliverables are met. Communicate deadlines to team and vendor partners.
- Create line lists in NuOrder, promptly track shifts in assortment throughout season, key and maintain vendor purchase orders.
- Follow up with vendors daily for any shipping issues and track orders in detailed log to ensure on-time receipt of goods.
- Reconcile on order and forecast weekly/monthly receipt of goods to build a more accurate sales plan.
- Partner with cross-functional teams including price maintenance, marketing, merchant operation, site, and logistics.
- Take ownership of personal projects to improve and analyze various aspects of business and assortment, enthusiastically provide support to immediate and RTW team as needed.

Assistant Buyer – Swim, Active, Sleepwear, Sunset & Spring

Bloomingdale's

New York, NY

March 2021 – October 2021

Buying Trainee, Executive Development Program

Bloomingdale's

New York, NY

September 2020 – March 2021

- Successfully graduated from executive training program consisting of both class-based and hands-on education assisting a buying team.

Editorial Intern

Georgia Magazine – Department of Marketing and Communications at the University of Georgia

Athens, GA

January 2019 – August 2020

- Support editorial team in copy editing articles, fact checking submissions, and transcribing interviews.
- Prepare project timelines and set deadlines for magazine staff using Asana (project management software).
- End-to-end develop articles to promote alumni and university happenings and success, assuming responsibility for entire process including but not limited to conducting interview, researching, writing, and editing.

Pricing and Buying Associate

Community

Athens, GA

October 2019 – March 2020

- Consistently react to trends in retail space and collaborate with vendor relations team to curate merchandise for store.
- Monitor stock levels and sell-through rates to price merchandise and make recommendations for buying team.

Sustainability and Production Intern

Community

Athens, GA

August 2019 – December 2019

- Audited in-house manufacturing to ensure responsible practices and mobilize vendors to establish more sustainable practices in packaging and transportation of merchandise.
- Instituted multiple projects around retail space to increase environmental responsibility, including identifying plan to implement solar power for store and atelier.

Studio Assistant

STATE the Label

Athens, GA

August 2019 – March 2020

- Support studio team's day-to-day functions by expediting various production, organizational, and customer service tasks.
- Assist in merchandising and buying responsibilities including updating stock levels, forecasting consumer behavior and needs to plan merchandise, and arranging layout of merchandise to optimize sales.

Sustainability Intern

STATE the Label

Athens, GA

May 2019 – August 2019

- Analyze current production methods and generate solutions to establish a more sustainable yet profitable supply chain.
- Establish efficient means of disposal of textile waste; develop products that could be made from scraps that would otherwise be thrown out, including but not limited to a limited-release children's wear line.

SKILLS

- **Language:** Conversational, written, and reading skills in French; Basic knowledge of Mandarin Chinese.
- **General Technology/Software:** Microsoft Office including Excel, Photoshop, and InDesign.
- **Retail Planning/Buying Software:** NuOrder, Affinity Express, FedMenu including FedBuy and FedPrice
- **Fashion Design Software:** Computer Aided Design systems including Lectra and Modaris
- **CMS Systems:** Shopify, WordPress, Squarespace