

# Erica D. Booth

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JT/ARIAL/WHITE

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## SUMMARY

An orderly and efficient merchandising and inventory specialist with a successful record of accomplishment in retail sales, market research and analysis, inventory control, shipping/receiving, capacity planning, records management, and event planning. Established capabilities in organizing large amounts of materials and developing both imaginative and dependable processes. Performs detailed research and provides profitable solutions. A creative coordinator who demands and builds success.

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## EXPERIENCE

**SAM'S CLUB**, Bentonville, Arkansas

**MERCHANDISE SPECIALIST, DEMANDING EXPERIENTIAL SHOPPER SEGMENT**

2008-2009

Managed four DES segment divisions' projects, including year beginning, fall managers, shareholders and analysts meetings. Directed weekly driving sales meeting and seasonal marketing campaign segment information. Organized confidential, companywide "blitz Friday" program materials and meetings.

- ♦ Worked closely with senior vice president DES segment, creating transition planners.
- ♦ Developed club layout categories and planned special material delivery for new clubs and grand opening ceremonies.
- ♦ Assisted marketing department information retrieval concerning products, catalogs and advertisements.

**INVENTORY SPECIALIST**

2006-2008

Created daily club level stock and inventory reports, communicating progress or pending issues directly to management. Coordinated deliveries and contacted suppliers/distributors, researching most cost-effective processes. Identified and analyzed ordering patterns and trends. Implemented internal club and item groups, increasing efficiency and savings.

- ♦ Received 2007 Hourly Associate of the Year award in Goff division.
- ♦ Streamlined category reports, producing faster and more efficient systems.
- ♦ Awarded two Sammys, recognizing excellent achievements.

**WAL-MART STORES, INC.**, Bentonville, Arkansas

**INVOICE ANALYST**

2005-2006

Processed telecommunication and asset payables, including provided company assets and local, long distance, cellular and internet calls. Completed large bill sections, researching past payments and overdue balances. Completed payments quickly and efficiently, researching necessary bills diligently and urgently.

- Researched and corrected a \$43,000 overdue balance on a phone bill that had never been entered as paid.
- As head of the Social Committee, helped to unify two divisions into one after a merge, by organizing team building activities which affected about 90 people.
- Created an organizational system to allow for faster process of receiving bills for payment.

**Between 2003 and 2005 I was a Stay At Home Mother**

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## ADDITIONAL EXPERIENCE

**MAYSE AUTOMOTIVE GROUP, LLC**, Aurora, Missouri, **Accounting Clerk**, 2003. Processed receivable/payable accounts on digital accounting system. Handled new/used vehicle purchases and dealer trades. Managed loan payoffs.

**FIRSTAR/U.S. BANK**, Joplin, Missouri, **Teller/Customer Service Representative**, 2001-2003. Completed deposits, cashed checks, handled money orders, cashier's and traveler's checks, exchanged currency, balanced cash drawer daily.

**LOWE'S HOME IMPROVEMENT**, Joplin, Missouri, **Cashier/Customer Service**, 2000-2001. Fulfilled customer special orders, returns and processing account payments. Solved customer complaints and defective merchandise problems.

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## COMPUTER SKILLS

Microsoft Office Suite, Adobe, Retail Link, 10 Key