Jamal Whitaker

Merchandise Coordinator

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SUMMARY

Merchandise Coordinator with 4 years in department store operations, running floor sets, shipment receiving and price changes for a 75,000-square-foot store in Memphis. Schedules a 6-person merchandise team, keeps inventory control tight and updates signage for weekly promotions. Clear communication with store leaders and attention to detail on every markdown.

EXPERIENCE

Merchandise Coordinator

09/2024 - Present

Delta Avenue Department Stores

Memphis, TN

Regional department store chain; this location brings in $14M in yearly sales.

- Lead monthly floor sets for apparel and home with a **6**-person team, finishing each set within 2 nights.
- Process 2,500 to 4,000 units of incoming freight weekly, moving 90% to the floor within 24 hours.
- Execute weekly price changes and signage updates with handheld scanners, passing every 2025 price audit.
- Investigate receiving discrepancies with the distribution center, recovering $18K in short-shipped credits.

Merchandise Associate

05/2022 - 08/2024

Bluff City Outfitters

Germantown, TN

Family-owned apparel and footwear store with two locations.

- Processed apparel shipments of **1,500** units per week, ticketing and hanging product for the floor.
- Set mannequins and table displays for 12 seasonal launches, following the owner's visual guide.
- Counted stockroom inventory each month and logged variances in Microsoft Excel for inventory control.
- Organized the backstock room by size and style, so pulls for customers took under 5 minutes.

SKILLS

- Floor Sets
- Shipment Receiving
- Price Changes
- Inventory Control
- Signage
- Merchandise Processing
- Handheld Scanners
- Microsoft Excel
- Communication
- Attention to Detail

EDUCATION

Associate of Applied Science

05/2022

Southwest Tennessee Community College

Memphis, TN

Business Management