**Monique Uong-Tran**

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**EDUCATION**

**University of North Texas**, Denton, TX US

Major Coursework: Digital Channels, Accounting I & II, Corporate Finance, Consumer Behavior

Bachelor of Science in Merchandising, Business Foundations

August 2016

**Dallas County Community College District**, Dallas, TX US

Major Coursework: Fashion Buying, Principles of Marketing, Fashion Portfolio, Principles of Selling

**EXPERIENCE**

**Women’s Online Merchandise Coordinator, Drop Ship Operations**

**Neiman Marcus Group** May 2018 – May 2024

Partner with Buyers and Vendors to define and enter Drop Ship assortment criteria such as size, color, description, style, pricing, etc.; adjust purchase orders to reflect price changes, extension dates, and cancelation of orders

Review weekly flow reports for on-order merchandise, monitor for inconsistencies, and help prioritize buying office purchase orders via item create templates

Communicates with buying office on discrepancies

Complies with data governance policies

Maintains item updates and adjustments through full life-cycle

Establishes and maintains excellent working relationships with buying offices and suppliers

Works with online team to ensure all merchandise is loaded to web in a timely manner

Coordinate and organize samples for all editorial photoshoots

Coordinates merchandise delivery and addresses receiving/quality assurance issues with warehouse

Communicates with suppliers and manages all product samples and returns to vendors (RTVs)

Analyze weekly reports and take necessary actions to ensure that products are sellable across all channels

Provides market preparation support

Performs administrative tasks for the buying office as needed

**Category Administrative Associate**

**Michael’s Corporate Office** in Irving, Texas, August 2016-February 2018

Maintain Excel assortment plans with sku detail, in partnership with ACM

In charge of purchase order processing, tracking, and generating through the system

Analyze the department by running daily & weekly sales reports by class & department using BAAM

Built strong relationships with vendors through the coordination of meetings, conference calls, & other events

**Internships**

**Saint Bernard Sports** in Highland Park, June-August 2016

**Associations and Memberships**

Merchandising Incorporated

National Retail Federation Student Association

**Leadership**

2019 **Neiman Marcus Group,** *Office 365 Ambassador***,** Irving, TX

2014 **CMHT Research and Creative Product Competition**, *Organizer*, Denton, TX

2014 **Merchandising Incorporated**, *Sample Sale Brand Manager for Zales*, Denton, TX

**Licenseship**

Licenced in Texas for General Life/Health Insurance sales

**Awards**

*Essential Law for Buyers and Sellers Certificate* ***Fall 2017***

*Forecasting for Buyers, Managers, and Business Executives Certificate* **Fall 2017**

Outstanding Member, *Merchandising Incorporated* ***2014***