Supplier/Product Sourcing and Inventory Specialist with a strong background in e-commerce operations and data-driven decision-making. Skilled in identifying viable products, managing supplier relationships, optimizing inventory, and boosting sales through strategic sourcing and planning.

Work Experience

Supplier Information Specialist
2022 – 2024
- Sourced high-demand and trending products
- Identified and negotiated with suppliers to ensure cost-efficiency
- Oversaw production and shipment timelines
- Managed Shopify product listings and inventory
- Created and maintained sales and inventory reports
- Conducted data analysis to develop strategies for sales growth

Merchandising Manager
2018 – 2022
- Managed product categories to ensure optimal stock levels
- Sourced new products and suppliers
- Negotiated pricing and delivery schedules
- Analyzed product/category performance and implemented promotional strategies
- Monitored competitor activity for benchmarking best practices

Merchandise Planner
2016 – 2018
- Compiled raw data and generated inventory, sales, and demand forecasting reports
- Provided timely analysis on product performance
- Developed templates and dashboards for ad-hoc reporting

Plant Industrial Engineer
2014 – 2015
- Streamlined production processes for cost-saving
- Managed asset inventory and conducted monthly audits

Data Analyst (E-commerce)
2024
- Identified competitors' import sources and parent companies
- Researched and compiled direct supplier databases
- Maintained and organized supplier information in Airtable
- Communicated with suppliers to obtain product catalogs

Education

Bachelor of Science in Industrial Engineering
Cebu Institute of Technology – University
2006 – 2011

Expertise

- Supplier and Product Sourcing
- Shopify Product Listing
- Data Entry in Excel and Google Sheets
- Inventory Management
- Sales and Demand Forecasting
- Cost Efficiency Strategy
- Market and Competitor Analysis

Languages

- English: Fluent
- Filipino: Fluent