

# NANCY BARTOLOTTA

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## Summary

Accomplished business professional with 20+ years of experience specializing in planning, replenishment, allocation, and inventory management for multiple retailers across 88 customer locations. Highly organized, detail-oriented, and efficient in a fast-paced, multi-task environment with a constant focus on the customer. Proven ability to communicate at all levels both inside and outside of the organization. Comprehensive knowledge of sales and inventory forecasting, replenishment, analysis, planning, and distribution. Also well skilled in systems training, documentation, testing, and data validation.

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## Skills

- Microsoft Office
  - Aptos Merchandising & Allocation System
  - Just Enough Replenishment System
  - Systems Training and Documentation
  - Unit Planning and Replenishment
  - Inventory Management
  - Analytical Expertise
  - Six Sigma
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## Key Accomplishments

- Planned and allocated store level inventories in 15 SKU-intensive departments for 35 Bob's Stores with annual sales of \$15 million and in 3 departments for 53 Eastern Mountain Sports stores with annual sales of \$3 million.
  - Participated in an 18-month 6 Sigma project designed for process improvement and the re-engineering of the merchandise assortment planning process, which included standardizing a suite of reporting tools. Managed the documentation and training of the Store Ranking and Item Reporting system.
  - Reduced unit inventory by 15% and increased sales by 6% in 2013 by managing minimum presentation stocks and replenishment demand cycles.
  - Partnered with buyers to version and edit merchandise assortments using GMROI, trend analysis, and sales ranks to optimize sales and turnover at store level achieving an 18% comp sales increase in 2014.
  - Increased web sales for Bob's by 57% and for Eastern Mountain Sports by 41% in 2016.
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## Professional Experience

### Store Planner | Bob's Stores and Eastern Mountain Sports

2011-2017

- Managed model stock store level inventories for 18 basic accessory departments and monitored replenishment forecasts to the sales demand. Managed the weekly ordering and allocation process for those areas to maximize sales.
- Provided buyers and merchandise managers with reporting on size analysis, sales ranks, GMROI, and instock measurements to achieve the company goals of inventory turn and sales optimization.
- Participated in a company-wide Aptos system implementation as a super-user responsible for assisting in the user documentation, testing, and training on forecasting and allocation for the entire store planning team.
- Trained 30+ Eastern Mountain Sports associates on the Bob's merchandising and reporting systems after the Eastern Mountain Sports acquisition in 2014.

### Manager of Allocation | Bob's Stores

2007-2010

- Managed staff of 8 Store Planners responsible for planning and allocating inventory for 34 stores.
- Responsible for achieving company goals of reducing store inventories and increasing sales by effectively managing the allocation team in Men's, Women's, and Children's apparel with an annual sales volume of \$95.8 million.
- Performed as a key contact between the distribution center, stores, and the allocation staff with regard to merchandise receipts, expedites, store inventory requirements, and transfers.
- Prepared weekly sales and inventory reports on key merchandise areas and fashion liability categories for VP of Planning and Allocation designed to manage company goals for gross margin and comp sales.
- 6 Sigma project participant which included documenting, presenting, and training on reports designed to streamline assortment planning and weekly reporting for 45 buyers.

**Planning Manager | Bob's Stores****2005-2006**

- Managed staff of 2 Store Planners who were responsible for store plans and allocations in the Men's Basic Accessories division.
- Responsible for maintaining 200 unit ladder plans in this division with annual sales of \$22.0 million.
- Worked closely with the Manager of Planning and Buyer to develop weekly sales and inventory plans utilizing vendor forecasts and monthly financial merchandise plans.
- Approved weekly replenishment orders based on open to buy dollars and increased comp sales by 4% through effective sales and inventory unit plans.

**Merchandise Analyst | Bob's Stores****2003-2005**

- Responsible for planning and allocating store level inventories in the Men's Denim and Pants departments for 34 stores with \$23.0 million in annual sales.
- Successfully reduced inventory by \$2.5 million from previous year while maintaining sales and in-stock percent.
- Processed weekly replenishment orders and allocations on basic product based on model stock parameters by SKU/store using the STS Basic Stock system. Allocated fashion product in these departments using the MMS allocation system.

**Other Experience****Manager of Corporate Systems Training | Bob's Stores**

- Responsible for all user documentation, training, and support of the STS Merchandising host system and over 15 internally developed PowerBuilder applications for 50+ users.
- Wrote documentation and participated in testing data interfaces between the host system and the Warehouse Management system, implementing the use of radio frequency technology.
- Developed all test plans and performed all testing for a host software release upgrade including 40+ custom software modifications as well as data validation of data to the STS En Vue data warehouse.
- Participated in the training and implementation of a Customer Relations Management system, which maintained a database of 1.0 million customers.

**Manager of Merchandising Systems | Bob's Stores**

- Managed staff of 3 associates who were responsible for host system user support and training including Merchandising, Financial, and warehouse systems.
- Responsible for overseeing growth of EDI trading partnerships as well as the testing and implementation of the Advance Ship Notice transaction set.
- Developed test plans and performed testing and data validation for a total product hierarchy restructure and history conversion from 300 to 1200 product classifications as well as the data interface between the host system and the STS En Vue data warehouse system.
- Developed a user manual for the En Vue system and performed training on the front-end query application of this product at both SKU and Class summary data levels.

**Applications Training Administrator | Bob's Stores**

- Assisted in the company-wide planning and implementation of the STS Merchandising host software system.
- Developed user documentation and performed training and continual support for 40+ system users of the merchandising software and coordinated the testing and installation of the STS Basic Stock replenishment system for 2500 styles.
- Coordinated the system conversion to UPC assignment and bar coding on merchandise tickets.
- Implemented EDI for the Purchase Order transaction set for 12 vendors.

**Buyer | Bob's Stores**

- Purchased an inventory of \$100,000 in the Men's and Boy's Outerwear departments for 4 stores.
- Performed all allocations and maintained inventory projections in the Men's division.
- Participated in store level merchandising and the opening of the 4<sup>th</sup> store.

**Education**

Bachelor of Science, Marketing