

DAYO SENKIJO

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ASSISTANT FASHION BUYER

Leveraging expertise in purchasing, supply-chain operations and vendor relations to pursue fashion buyer positions

Imaginative fashion enthusiast with knack for recognizing future trends and staying abreast of current styles. Career background of success providing operational support to vendors within large-scale supply-chain / warehouse operation. Well-versed in high-volume inventory control strategies; successfully monitored and contained costs for assortment of 1,000+ items.



Recently completed courses in Fashion Buying & Merchandising from London College of Fashion and Fast Track Retail Buying & Merchandising at Udemy.



Familiar with apparel merchandising, retail operations and corresponding with fashion designers; gained from internship with high-end Nigerian boutique.



Collaborative relationship builder with global perspective who has worked and lived abroad; obtained outstanding ability to persuade, lead and collaborate with multiple personalities and diverse backgrounds.

Supply Chain Management
Procurement / Purchasing
Partnerships & Alliances
Warehouse Operations
Contract Negotiations
Inventory Control
Retail Operations
Vendor Relations
Merchandising
Data Analysis
Retail Buying

FASHION & RETAIL EXPERIENCE

Fashion Intern | L'espace; Lagos, Nigeria (November 2014 – February 2015)

Coordinated bi-weekly shipments of clothing samples from **40** designers to showcase in upscale fashion house. Worked closely with fashion designers to select new pieces and maintain adequate in-store availability of women's and children's dresses, jewelry, shoes, perfume, hats and handbags.

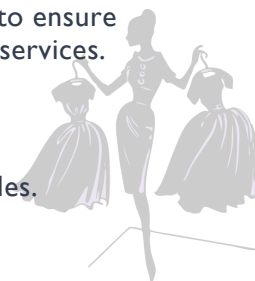
- Boosted sales **35%** by strategically arranging and positioning merchandise to maximize revenue.
- Overhauled inventory control process to accurately track and monitor **500+** items.
- Cut inventory costs **12%** while consistently replenishing inventory to maintain showroom and on-hand supply.

BUSINESS EXPERIENCE

Purchasing Analyst | Health Medical Group; St. Petersburg, FL (August 2018 – Present)

Selected to operationally support purchasing service line operations with focus on improving the coordination and production of routine centralized processes for portfolio of **2,000** external suppliers. Work collaboratively with internal department leaders to resolve purchasing and vendor delivery issues, improve quality metrics and optimize inventory levels.

- Reduced delivery lag time by **5** days through daily contact with **30** high-volume vendors to ensure seamless purchasing process from expressed need to receipt of products, equipment or services.
- Earned **\$40K** credit from major vendor for discovering and rectifying billing errors.
- Eliminated **\$8K** in monthly fees after recommending and implementing unique billing pattern to avoid **\$75** low volume fee.
- Single-handedly processed up to **\$200K** in weekly invoices and **\$250K** in monthly payables.



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BUSINESS EXPERIENCE *(Cont'd)*

Supply Chain Operations Assistant | Healthy Hospital Group; Springville, FL *(June 2018 – August 2018)*

Oversaw daily supply chain operations including contract reviews, supplier interaction and analytics. Created processes and procedures for administrative and operational functions.

- Amended contracts for **400+** vendors to standardize services and renegotiate pricing following acquisition of **3** hospitals.
 - Assessed existing vendor agreements across all organizations to eliminate **20** redundant service providers.

Relationship Officer | Banking Firm; Lagos, Nigeria *(February 2016 – July 2017)*

Established and nurtured relationships with **20+** individual, high-profile customers earning **\$250K+** in annual income with emphasis on customer retention. Offered consistent, differentiated customer experience through holistic needs analysis and consultation. Provided expert advice on retirement planning, estate planning, asset allocation and Forex rates.

- Consistently achieved monthly personal target of initiating **2** new corporate accounts and **10** individual accounts; met goal **17** out of **18** months throughout tenure.
- Achieved weekly growth target of **\$170K** through effectively marketing *Pay with Capture* app to **1,500** individuals; met potential customers, demonstrated product benefits through presentations and conducted post-sale follow ups.

Business Development / Sales Executive | Fine Properties; Lagos, Nigeria *(January 2015 – January 2016)*

Promoted the sale of real estate properties through advertisements, open houses and active participation in **20+** listing services. Advised clients on market conditions, prices, mortgages and legal requirements.

- Instrumental in increasing sales revenue **30%** while managing high-profile clients; sold properties up to **40%** over estimated market value.
- Consistently identified **10** new sales leads weekly.

EDUCATION & TRAINING

Master's in Business Administration | University of Central Florida; Orlando, Florida
Bachelor's in Estate Management | University of Lagos; Nigeria

Fashion Buying & Merchandising Course | London College of Fashion
Fast Track Retail Buying & Merchandising | Udemy

RESUME STRATEGY

Dayo absolutely loved the fashion world, but she felt stuck in manufacturing / supply chain / purchasing within the medical field. She came to me with a last hope of breaking into her dream career as a fashion buyer. She felt limited because she had only worked in the fashion industry in Nigeria a few years ago. Not realizing this was valuable experience, she didn't even list it on her existing resume.

As part of her strategy, I wanted to showcase her experiences with the fashion world through her trainings and time working in the Nigerian boutique. We brought her experience in the fashion industry to the forefront even though it was a few years back and in another country. This helped paint the picture of her being someone with fashion experience while incorporating some industry-specific jargon.

I also wanted her overseas experience to become an asset for her, so I highlighted it on the top of page 1 along with some of her prominent skills which were transferable to a Fashion Buyer position.