Nina Patel

Ecommerce Specialist

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Summary

Ecommerce specialist with four years of experience maintaining product catalogues, promotion checks and order exceptions for a consumer retail store. Coordinates with merchandising and fulfilment teams to keep storefront information accurate.

Experience

Ecommerce Specialist, Example Brookmere Home Goods Jan 2023 - Present

Austin

- Maintain product information and variant records for 420 active items in a Shopify storefront.
- Check promotion setup, product availability and shipping messages before scheduled storefront changes.
- Reconcile weekly catalogue exceptions with merchandising and operations, correcting mismatched SKU and image records.
- Summarise checkout and product-page issues for the development partner, retesting fixes against agreed examples.
- Maintained a release checklist for price and catalogue changes, including approval records and a rollback copy of the previous product data.

Ecommerce Assistant, Example Alderfen Retail Online Jun 2022 - Dec 2022

Austin

- Prepared product uploads from approved supplier information and checked variant labels before publication.
- Tracked order exceptions and passed stock or fulfilment questions to the responsible team.
- Reviewed return reasons with customer support and flagged unclear product descriptions for correction.

Education

Bachelor of Business Administration, Marketing 2018 - 2022

Example Brookmere College

Skills

Storefront operations: Shopify, Product catalogues, Variant management, Promotion checks

Coordination: Order exceptions, Returns feedback, Fulfilment handovers, Product information quality

Analysis: Excel, Storefront reports, Issue reproduction, SKU reconciliation

Projects

Seasonal catalogue launch

- Prepared 68 new product and variant records from approved merchandising sheets, checking size labels, image assignments and shipping weights.
- Used a test-order checklist to inspect discounts, unavailable variants and confirmation messages before the storefront launch.

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/ecommerce-specialist-resume-sample