

TAYLOR WILLIAMS

LOGISTICS/EVENTS

WORK EXPERIENCE

2022 - PRESENT

Rusty HQ

Samples Distribution Officer

- Coordinated the end-to-end delivery of product samples, ensuring timely dispatch under tight deadlines.
- Liaised with designers, suppliers, and sales teams to align logistics and expectations.
- Resolved inventory and delivery issues by working closely with internal departments.
- Applied project coordination skills to streamline processes and improve efficiency.
- Developed strong communication skills through regular stakeholder engagement.

2020 - PRESENT

Dee for Design /Minderoo Foundation

Event Support

- Provided hands-on support for various corporate and social events across Perth.
- Provided logistical support to the Event Coordinator, assisting with vendor communication and ensuring event requirements were met.
- Supported on-the-day operations, troubleshooting real-time issues to ensure smooth execution.
- Collaborated cross-functionally with venues and operations teams
- Worked with high-profile clients and organisations, including opportunities to travel for event support.

2018 - 2022

Polo Ralph Lauren

Assistant Manager/ Back of House Manager

- Supported in-store setup for promotional campaigns, working closely with marketing and operations teams.
- Coordinated with suppliers to ensure timely stock delivery and accurate merchandising for product launches.
- Managed day-to-day logistics and back-of-house operations to maintain smooth store functioning.
- Led and trained a team of sales associates to uphold service standards and improve customer satisfaction.
- Acted as a liaison between customers, team members, and suppliers to resolve inquiries and ensure a positive brand experience.

REFERENCES

Available on request

ABOUT ME

Currently employed at Rusty Headquarters, specialising in logistics and sample distribution. Skilled in liaising with designers, suppliers, and representatives to ensure timely delivery and efficient coordination across all stages of the sales process. Proven ability to manage supplier relationships, optimise workflows, and ensure seamless communication between internal teams and external partners. Passionate about driving operational excellence and supporting marketing initiatives through effective coordination and collaboration.

EDUCATION

2015 - 2018

CURTIN UNIVERSITY

- Bachelor of Arts - Fashion Design

2017 - 2018

CURTIN UNIVERSITY

- Minor - Marketing

SKILLS

- On-the-Day Operations & Troubleshooting
- SAP Systems | Microsoft Office | Inventory Management
- Problem-Solving | Attention to Detail
- Team Collaboration & Communication
- Client & Supplier Liaison

CONTACTS

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 Ocean Reef