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| **wendy VARGO, MBA**  GARDENA, ca. 90249  CELL Phone (310) 347-7803  E-Mail: wendy.vargo@yahoo.com  **Areas of expertise** | | |
|  | | Data Management | Forecasts and Product Planning | Process Development and Implementation | ACES/PIES Data | Budgets & Accounting | Contracts & Vendor Management | Audits | General Management | Product Management |
| **Work experience** | | |
|  | | 2023-Present 4 Wheel Parts – Wheel Pros Remote  Merchandising Manager – WD Inventory  Primary Responsibilities – promoted from Product Lead role to manage merchandising data from multiple distributors for internal selling systems.   1. Managed ERP data including product identification, imports and exports of data from daily feeds 2. Developed, implemented and managed SOP processes for ERP distributor data functions 3. Managed product categories, web data sourcing including PDM, and e-commerce selling status   Key Achievements:   * Critical member of the team that transitioned 4WP from being a distributor to sourcing from distributors including all data processes, adding over 500K SKUs to D365 ERP over 24 months * Worked closely with category managers on a fill proprietary category/taxonomy rebuild including mapping to PIES industry standard * Identified and implemented opportunities to leverage D365 to store additional data points to improve processes such as “show on web”, category rank and primary distributor   2020-2023 *4* Wheel Parts – TAP Remote  Product Lead (Suspension, Drivetrain, Brakes and Towing)  Primary Responsibilities – developing product plans with category managers including forecasts and data   1. Oversee 3rd party vendor products, attributes, audits and pricing across key categories 2. Supported house-bran initiatives including interchanging top selling parts and finding new opportunities 3. Analyze sales data, demand and GP performance for forecasting including new model year parts   Key Achievements:   * Worked with category managers to develop and launch consistent updated wholesale pricing * Created vendor communication calendar to ensure product availability during COVID sourcing   2018-2020 APC Autotech – Centric Parts Carson, CA.  Assoc. Product Manager (Brake Hose, Clutch Hoses, Brake Kits, Sensor Wires)  Primary Responsibilities – promoted from Pricing Analyst role to run product planning, product marketing and sourcing in brake component product lines   1. Manage products through the product lifecycle, including new parts identification 2. Inspect and approve prints and samples for product lines 3. Deliver the operating plan including pricing and market share growth   Key Achievements:   * Implemented end-to-end pricing adjustment strategy including accounting for tariffs and market fluctuations/competitive influences * Successfully launched brake hose sourcing to enable complete single source product offering for end consumers   2016-2018 APC Autotech – Centric Parts Carson, CA.  Pricing Analyst  Primary Responsibilities – pricing data management for product lines including all database operations   1. Managed database operations including uploads and developing analytic tools such as Macro-DBA driven dashboards for product management team 2. Directed pricing analysis including existing and new supplier pricing 3. Performed product line weighted competitor pricing analysis 4. Assist Product Managers on product line growth including investigating new products and pricing   2015-2016 Toyota Motor Sales Torrance, CA.  Business Analyst   1. Managed all contract operations from Quality Assurance (QA) to final contract including negotiations 2. Performed QA Reviews on third party contracts 3. Coded and Ran Excel-based daily, weekly and monthly reporting for contract KPIs   2014 – 2014 Principe Foods USA, Inc. Long Beach, CA.  Inside Sales   1. Performed product order forecasting and expediting for key customers 2. Developed marketing material including implementation and tracking of all promotions and sales 3. Coordinated all Food Expos and Demos throughout the Country   2006 – 2014 UCLA Facilities Management Westwood, CA.  Administrative Analyst – Program Manager   1. Promoted from Admin Assistant to coordinate and manage the Preventative Maintenance Program for the entire UCLA Campus and surrounding areas, including all nine Joint Commission Patient Care Areas. Managed budget analysis including project tracking and cost overruns 2. Implemented and expanded 2009 Joint Commission Standards including all required documentation. Composed job plans and checklists for utilities and equipment. Investigated labor charges and work order record keeping problems. Created and maintained risk assessment processes for the Joint Commission. 3. Responsible for hiring, supervising and training clerical staff, student workers, and temporary staff. Direct staff on daily tasks as well as specialty projects. Supported uniform standards, safety, timekeeping and budgets including controlling labor expenses in Kronos, Maximo and JMS. 4. Control and manage several database applications containing critical and confidential information.   2005 – 2006 Cal Construction/Cooper Construction Palos Verdes, CA.  *Office Manager*  Performed General Ledger, Accounts Payable, and Accounts Receivable duties. Reconciled monthly  bank statements. Operated QuickBooks and Quicken.  Oversaw payroll for all employees. Generated billing invoices. Tracked labor and material costs.  Created Excel spreadsheets. Handled customer complaints.  2000 – 2001 Jimmie West Plumbing Torrance, CA.  *Accounts Payable, Accounts Receivable, Customer Service*  Coordinated and delegated to plumbing practitioners. Implemented weekly payroll.  Oversaw all administrative duties. Dispatched employees and created schedules for customers.  1997 - 2000 United States Army Ft. Jackson, SC.  *Military Experience*   1. **Accounting specialist**, PFC with honorable discharge. |
| **Education** | | |
|  | | 2012 – 2014 California State University Dominguez Carson, CA.   * Master Degree in Business Management   2004 - 2006 California State University Northridge Northridge, CA.   * Bachelors of the Science Degree in Liberal Studies with a Concentration in Earth Science   2001 - 2004 El Camino College Torrance, CA.   * Associated Arts Liberal Studies |
| **Honors and Recognition** | | |
|  | | California State University Northridge: Golden Key Honor Society, College of Humanities Dean’s List. El Camino College: Graduated with honors in 2004, Grade Point Average 3.6, Dean’s List member. United States Army: Distinguished Honor Graduate of the School of Finance.  NFPA Certificate in Building Safety Codes  ASHE Member  Optimal Product and Marketing Management Certification |