



RESUME BOOKLET

简历 01.05.2020



HR PACKAGES

一站式，提供从招聘到payroll的所有解决方案

	 FREE	 SELECTIVE	 ALL IN ONE
针对性收集人才信息	基础服务需要升级	✓	✓
人力资源问题咨询	✓	✓	✓
过滤无效简历	未筛选	过滤	完成初次面试
人力资源成本报告	基础服务需要升级	✓	✓
撰写中/英招聘信息	基础服务需要升级	✓	✓
安排与企业进行面试	基础服务需要升级	✓	✓
极速招聘	基础服务需要升级	基础服务需要升级	✓
Payroll, 安全培训, 管理	基础服务需要升级	基础服务需要升级	✓
Contractor packages	基础服务需要升级	\$30 免费	\$50 免费
每月	\$0	\$199	本地最低价格，但是需要咨询

CONTRACTOR PACKAGES



不论是线上还是线下，我们都可以为您对接到适合的人才，他们专业，并以完成项目为己任
电话给我们如果需要更多服务



设计
市场

logo设计 \$30起
社交媒体运营 \$120起
Email宣传 \$30起



数据
网站

200条数据收集 \$30起
5页网站搭建 \$200起
5页内容撰写 \$50起



电话销售
HR操作

200通电话 \$30起
90分钟劳工培训 \$90起
新人入职 \$30起



如果您没有找到合适的简历请拨打电话联系我们
(626)722-2994



面试问题

“请告诉我你的最大优点是什么?你将给公司带来的最大财富是什么?”

你曾经做过什么来降低你们部门的经营成本或节省时间?

你认为你工作中的哪些方面是至关重要的?

你的职位同你的部门或公司的整体目标有什么关系?

你是如何不断地使你的工作更有价值?

通常你是如何保持消息灵通, 如何监控员工表现的?

当工作结果令你无法接受时, 你通常会如何对待下属?

你如何评价自己与上级管理层、客户和同事进行交流的能力?

你在哪些方面是不能和上级领导达成一致的?上次当他错了而你是正确的时候, 你是如何处理这一情况的?

你会采取一种将权力集中在少数几个人手里、更为集权的、家长式的管理方法, 还是会经常将职权下放?

你是如何看待事先没有获得首肯就采取行动这一情况的?

你在决策之前是广泛地听取各方面的意见, 还是会亲自卷入不同意见的冲突之中?

如果我们录用你, 你可以为我们做些什么?我们应该期望在什么时候看到具体的结果?

你需要一个怎样的环境来发挥个人的最大潜能?

你是如何处理违反日常惯例的突发性事件和瞬息万变的局势的?”

MARKETING SPECIALIST



Average salary
23/hour

Average experience
5 years

ALBERT WANG

16148 Bycroft St., Hacienda Heights, Ca.91745

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Objective

Seeking for a position of Office Assistant – Bilingual Chinese

Skills and Proficiencies

1. Years management support
2. High standard Customer Service
3. Good MS Word, Excel, Power Point, Outlook express operation
4. Graphic software operation
5. Ability to gather and analyze statistical data
6. Interdepartmental Coordination
7. Quick Learner
8. Excellent communication skill
9. Records & Files Management
- 10.40 wpm typing speed

Employment History

Terby Inc. , City of Industry, CA

Marketing Specialist, 2017- Present

- Supports the Management on procuring, managing and executing business
- Generate On-line order to shipping department
- Support the executive manager to set-up products
- Maintaining company's dot com platform

Cellpak Inc., City of Walnut, CA

Sales Representative, 2009- 2017

- Planning, Booking and Scheduling trade show.
- Handled all internal and external sales department communication. Drafted monthly business reports to management. Answered phone, fax, and email inquire.
- Work with Warehouse manager for monthly inventory check.

Comeco Inc., South El Monte, CA

Fashion Handbag Sales Representative, 2005- 2009

- Provided all aspects of administrative support including word processing, filing, and telephone support for fashion handbag business.
- In charge closeout market and promote overstock inventory.
- Take care of orders and service also maintained and organized the show room.
- Organize catalog pictures and sent all materials to printing company

Education

China College of business administration, Taipei, Taiwan
Major in Business Administration and Accounting

Other Languages

Excellent Chinese speaking, writing, plus some Cantonese and Shanghainese

CHAO LIN LEE

Fullerton, CA 92835 | C: 714-757-5023 | chao2cgi@hotmail.com

SUMMARY

Accomplished Buyer with demonstrated track record of success with large E-Commerce. Expertise includes business analysis, strategy planning, market research, and product development. Outstanding negotiating, managerial, and organizational skills.

SKILLS

- Business strategies
- Procurement procedures
- Product costing
- Inventory management
- Supplier oversight
- Chinese

EXPERIENCE

10/2012 to 08/2019

Merchandising Planner - Server Category

Newegg.com — Industry, CA

- Documented purchasing activities, inventory reports.
- Recommended optimal suppliers after qualifying vendors and evaluating proposals.
- Tracked and approved procurement plans and inventory levels.
- Negotiated favorable contracts and determined lowest possible cost, factoring in quality and reliability, by analyzing data.
- Oversees and manages inbound , outbound inventory flow and balanced inventories .Negotiates contracts and bid proposals.
- Gathered competitor data, analyzing pricing, product sales and marketing strategies. Consulted with management and advertising teams to plan optimal promotions campaigns.

10/2008 to 10/2012

Networking Support Specialist

PC Avenue Corp — Anaheim, CA

- Innovate business strategies on end-user service.
- Delivered exemplary customer service and support by remaining poised in most stressful situations.
- Configure computer networking and troubleshoot hardware/software capabilities

10/1995 to 08/2008

General Manager, Marketing Manager

Computers Group Inc — Fullerton, CA

- Managed every aspect of operation, personnel, maintenance, inventory, finance operations, publicity, cost control, and customer relations.
- Led sales channel direction and train sales force.
- Created and set up marketing opportunities, strategic branding, and product development.

EDUCATION

M.S: Computer Engineering

California State University — Fullerton

ACTIVITIES AND HONORS

Actively involved in Fullerton Chinese Cultural Association since 2009
Principal of Fullerton Chinese School from 2012-2014, 2016-2019

William Chen

willchen824@gmail.com | 213-819-3304 | 5336 Peck Rd. , El Monte , CA 91732

Summary

I strongly believe that team work makes the dream work. Love being in a positive and motivated environment in the workspace.

Cheerful and upbeat professional with history of exceeding customer service expectations. Calm and composed in stressful situations due to experiences in many fields and position levels. I believe that my experience has given me insight on what makes a team tick and can adapt to multiple personalities in a work setting in order to come together and move forward.

Skills

- Fluent in English, Mandarin Chinese
- Team Player
- Building relationships with teammates on a personal level in order to understand how each teammate works in order to motivate them
- Understanding how each teammate works in order to bring team production to the maximum efficiency
- Project management
- Inbound and outbound calling

Experience

Marketing Manager - GTech Concepts (La Puente, CA)

June 2018 - Current

- Target audience via social media platforms (Instagram, Facebook), knowing which devices are trending in the market
- Growing client social media pages for more outreach
- Being updated on new tech being developed overseas
- Directed market planning and research to identify new business opportunities
- Created and launched content strategies
- Led staff and external agencies to develop products and promotions, analyze sales and provide creative services

Merchandise Manager - Afters Ice Cream Corporate (Huntington Beach, CA)

October 2017 - May 2018

- Start and build the merchandise team at Afters Ice Cream Corporate office
- Updated on fashion trends in order to work with the design team to create merchandise for all 24 locations to sell
- Collaborations with other brands (Afters x Coachella, Afters x Spongebob, Afters x Rick & Morty, Afters x Hello Kitty, Afters X Alynn Socks) to create special edition merchandise

- Arranged logistics so all 24 stores will have the correct merchandise on launch dates
- Keeping inventory correct and accounted for
- Instagram marketing for special releases/collaborations

Operations Supervisor - OMGeliquid Inc. (South El Monte, CA)

December 2014 - June 2017

- Trained, mentored and motivated employees to maximize team productivity
- Daily check with production team to make sure flavor and color were always consistent
- Logistics: Getting all customers orders sent in a timely fashion
- Started in a 1500 sq ft warehouse, grew with the company into a 5000 sq ft warehouse within 2 years
- Jumped into the production line whenever there is a deadline to meet and we were understaffed
- Schedule purchasing of raw materials so production team will never have any downtime due to missing ingredients

Warehouse Manager - Adven Garde Distribution (Alhambra, CA)

August 2013 - November 2014

- Project managed warehouse system updates to increase productivity and reduce errors
- Established and maintained good relations with customers, vendors and transport companies
- Hired, trained and motivated warehouse staff to meet tight schedules and demanding performance targets
- Planned and optimized warehouse work processes to improve fulfillment system efficiency
- Quality control on products received from overseas manufacturers

Customer Service Specialist - Evike.Com (Alhambra, CA)

October 2009 - August 2013

- Customer service incoming calls, 1st to average over 100 calls a day during holiday season
- Cross-trained new staff members, teach the culture of the company in order to satisfy all customer needs
- Became one of the 2 customer service assistant managers within 2 years
- Managed difficult customer cases that the customer service representatives could not

Education and Training

High School Diploma

2008

Arcadia High School, Arcadia, CA

Hobbies

- Foodie
- Fashion
- Reselling goods online
- Basketball
- Tennis
- Nature documentaries
- Automotive

JENNIFER WU

D I G I T A L M A R K E T I N G S P E C I A L I S T

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Los Angeles, CA

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CORE SKILLS

A/B Testing
Conversion Rate Optimization
UX/UI Design
Data Analytics
Brand Strategy
Tracking Implementation
Front-End Web Development
Content Strategy & Creation
Project Management
Mobile Optimization
Search Engine Optimization
HTML & CSS
Social Media Marketing

CERTIFICATION

Google Analytics 360
Advanced Google Analytics
Google Ads Search
Google Tag Manager
Search Ads 360 (In Progress)

TOOLS & PLATFORMS

VWO
CrazyEgg
Sitefinity
WordPress
Adobe Photoshop
Google Search Console
Search Ads 360
Google Ads
Screaming Frog
Microsoft Excel
Google Data Studio
MyBalsamiq
JIRA

WORK EXPERIENCE

WEB MARKETING SPECIALIST

J2 Global, Inc. | Los Angeles, CA | 2017 - Present

- Develop new campaign marketing strategies using market research, keyword analysis, and determining success KPIs.
- Develop and manage A/B tests including, market research building hypothesis, developing wireframes and mockups, post-test result measurement and reporting.
- Build new and enhance existing landing pages to provide optimized site experiences that connect to our advertising strategies and SEO goals.
- Spearheaded effort to optimize Google Analytics accounts across multiple brands resulting in reporting efficiency, attribution accuracy and increased transparency of performance and revenue numbers.
- Leading a site performance improvement project through optimizing pixel usage and reducing load times. This has so far resulted in a 48% increase in conversion rate and 33% decrease in load time for our homepage.
- Provide action-driven reports for upper-management focusing on quarterly performance and new-growth opportunities.

SOCIAL MEDIA MARKETING VOLUNTEER

Catholic Big Brothers Big Sisters | Los Angeles, CA | 2017 - 2017

- Brainstormed and proposed social media strategies to further promote youth mentorship and brand awareness.
- Created, edited and published social media content that builds meaningful connections with the community and encourages sign up to become a youth mentor.
- Provide photography and set-up assistance for CBBBS hosted events and curated content for future posts.

SOCIAL MEDIA MARKETING INTERN

eMarketing Concepts | Los Angeles, CA | 2016 - 2016

- Increased Instagram and Pinterest followers by posting actionable content and developing market engagement strategies specific to each client.
- Analyzed social media KPIs and compiled monthly status reports for clients determining performance and then make adjustments to campaign strategies.
- Composed blog posts, focusing on SEO and brand development to increase organic visitors to clients' websites.

JENNIFER WU

D I G I T A L M A R K E T I N G S P E C I A L S T

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Los Angeles, CA

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LANGUAGES

Cantonese (Chinese)
Fluent

French
Working Knowledge

INTERESTS

Salsa Dancing
Health & Fitness
Learning Languages
Traveling

EDUCATION

BACHELOR OF COMMERCE
Major: International Business
Diploma in Languages: French
The University of Adelaide | Adelaide, Australia | 2009-2013

PROFESSIONAL DEVELOPMENT

HTML, CSS & WEB DESIGN
General Assembly | Los Angeles, CA | 2019-2019

DIGITAL MARKETING CIRCUIT
General Assembly | Los Angeles, CA | 2016-2016

REFERENCES

Available Upon Request

Yuki Chuchu Zhang

14160 Red Hill Ave. Apt 24. Tustin. 92780

Phone: 626-518-2880 Email: yukizhang0403@gmail.com

OBJECTIVE

Full-time job with extensive experience in accounting or human resource management within an organization that encourages personal goal and creativity for future business growth.

CAREER SUMMARY

Experiences working in COROS as a small start-up company with wearing multiple hats to play different role. Expertizing on purchasing and managing inventory. Successfully assisting company on hiring and finding a good fit in each position. Brand building and product development TBar have make successfully monthly sale growth by 15 – 25%. Enrollment specialist in 2-1-1 San Diego (San Diego County Info Line) aims to utilize all available information and options to fully and accurately help clients access public and community services. Customer service quality metrics are being met or exceeded. Continuously exceed and improves personal productivity, quality scores, and efficiency.

SKILLS SUMMARY

- ✓ Fluent in English, Mandarin & Cantonese Chinese; Entry level Korean; Conversational Spanish.
- ✓ Ability to demonstrate intermediate level expertise in Microsoft Office products.
- ✓ Experience with NetSuite, Shopify, SPS, Amazon, Quickbook, Salesforce, InContact, and Softphone.
- ✓ Excellent verbal, written, and interpersonal communication.
- ✓ Fast learner, excellent team player, multiple-task taker, details organizer, and adapting new environment quickly
- ✓ Marketing products through social medias such as Facebook, Instagram, and Twitter etc.

PROFESSIONAL EXPERIENCE

COROS Wearables Inc. (Aug. 2018 – Oct. 2019)

Tustin, CA

HR & Accounting Specialist, Office Manager

- Processing of accounts payable and receivable and ensure prompt collection payment
- Process credit card and check payments from clients and AR account reconciliation
- Maintain and monitor client' accounts invoices
- Preparing and reviewing monthly statements of aged accounts
- Prepare sale and inventory report and assign purchasing plan weekly
- Analyzing sale report and generate proposal for promotion plans
- Calculating profit margin and shortening unnecessary cost for generating maximum profit
- Applying trade show and local state business license and tax ID for the events
- Review new customer contracts, perform account set-up and create customer account in Netsuite
- Entering PO in NetSuite and arranging domestic & international shipments through 3PL warehouse
- Answering phone call and arranging schedule
- Managing business accounts, building business and develop relationship with retailers
- Processing internal sale and recording monthly sale report
- Preparing, updating, and recommending human resource policies and procedures
- Listing hiring post, prescreen and analyzing potential candidates for recruitment
- Preparing quarter sale tax report
- Processing 1099 tax form
- Responding consumers' logistic concern and providing product user guide through phone and email

TBaar Inc. (May 2017 – Dec. 2019)

Buena Park. CA

Assistant of Branding Building, Marketing, Product Development

- Outreaching for local community events for brand exposure
- Communicating with customers over social media such as Twitter and Instagram
- Working on research for potential ambassadors for brand building
- Applying limited budget to build marketing plans
- Discussing and developing product variations
- Preparing, restock, and purchasing inventory from headquarter
- Analyzing monthly sale report and planning upcoming promotions

2-1-1 San Diego (San Diego County Info Line) (Jul. 2017 – Jul.2018)

San Diego, CA

Enrollment Center: San Diego and San Francisco Enrollment Specialist [English and Cantonese]

- Listen and making appropriate judgment and determination to solve clients' needs
- Educate and empower county benefit programs (CalFresh, Medical, Medicare, etc) with offering guidance and referrals for application
- Community Outreach materials preparation and official documents translation
- Attending local event and promo current projects that company performs in the public

Centro Commercial 29 (May 2017 – Jun 2010)

Venezuela

CEO Assistant

- Traveling Asia to attend trade show for purchasing
- Preparing sale and inventory report and making purchasing weekly plan
- Arranging retailer purchase orders
- Building business and develop relationship with vendors
- Processing of accounts payable and receivable and ensure prompt collection payment

Icy Licious, Inc. (Apr. 2013 – Dec. 2016)

Chino Hills, CA

Store Manager

- Professional skill on problem solving influentially to make benefits to both customers and employer
- Build interpersonal skills to achieve business' goal
- Managing and restocking inventory
- Assigning weekly scheduling
- Prescreening potential candidates for opening position

EDUCATION

- ❖ Bachelor in Sociology: Culture and Communication **University of California, San Diego** 2017
- ❖ Associate's Degree in Social Behavior Science **Mt. San Antonio College** 2015

Sally Lee

Project Manager • Marketing • Creative • Event Management

| cell: (562) 900 - 9175 | email: leesally517@gmail.com | <https://www.linkedin.com/in/sally-lee-30385824>

| Tustin, CA

| **Qualification Summary** | Experienced in project management, workflow, global marketing campaigns, budget, strategic planning, implementation and event management. Able to prioritize and delegate tasks effectively, multi-task, lead teams and achieve objectives within time and budget. Can build strong relationships with internal and external partners, and also negotiate agreements with vendors. Conversational in Mandarin, Chinese.

| **Skills > Management** | • web user experience • client relations • creative production • video production • 3D animation • digital management • photographers • videographers • design team • team building • marketing campaigns • workflow • traffic management • vendor relations

| **Software** | • Workfront • WIX • Bynder • Shopify • Mailchimp • Omnisend • Oberlo • Word Press • Base Camp • Adobe Suite • WebEx

| **Work history** |

- **Project Manager • Yamaha Music Corporation** • August, 2019 – Present (consultant)
Internal creative agency: Implementation of a new project management tool. Support team with a new workflow process to create a streamline for their external and internal team. Liaison between partners, account managers, internal team. Lead meetings, developing project plans to ensure project deadlines are met. Projects including, videos, tradeshow, creative, production, social, and the digital marketing group.
- **Marketing Project Manager • Boehringer Ingelheim** • August, 2019 – Present (consultant)
Working on a product launch for the BI team. Communicating with different vendors to create marketing projects for their launch. Ensuring SOW, a budget and a schedule plan is met during negotiation. Providing marketing inputs where needed. Currently in the development of a 3D animation, AR, branding video
- **Project Manager and System Administrator • Beckman Coulter** • Nov 2016 - Nov 2017
Developed a new workflow to assist the internal creative team on prioritizing projects. Lead the team for capacity management and implementation of a new project management and digital asset tool, which impacted the communication team.
- **Global Marketing Communications Lead • Beckman Coulter** • Feb 2015 - Nov 2016
Worked with multiple external global partners. Business channels included; Hematology, Urinalyses, Microbiology, and Distributions. Collaborating with products, marketing, digital, sales, events, creative, multimedia, and outside vendors to plan and execute on desired projects. Lead execution of product launches, marketing campaigns, developed communication plans. Materials including: strategy, budget and timeline development. Supported the business unit with all marketing communications needs.

Digital Campaigns > Average email campaign unique open rates; 40%. Management of webinars and nurture campaigns by utilizing the automation software, Oracle Eloqua. Collaborate with web developers and designers to launch product web pages.

Tradeshows > collaborated with the creative team to design graphic booths, collaterals, videos and campaigns to achieve sales leads. Examples include: determining

key markets and messages, overall brand look, presentations, web promotion, and planned all advertising and public relations.

- **Marketing Manager • Hygeia Medical Group • May 2013 - July 2014**

Oversaw the Marketing Department > Partnered with the Customer Service Team to ensure customer relations met our standards across all social media channels.

Directed designers to create marketing materials, lead generation on landing pages, blogs, AD's and email campaigns (Constant Contact, Mail Chimp, Email Mergers), video contents, and press releases. Redesigned our brand image, product videos and expanded the social media presence; Facebook fan page from 13,000 to 18,000 followers in 4 months time.

Managed six tradeshow a month. Assisted with Sales Team demands. Worked with designers to create show designs, advertisements, collateral's such as media tool kits, tradeshow booth, post cards, banner's and show events.

Oversaw four websites (Wordpress and a B2B operations site) Key achievements: Identified problems and worked with CEO, web developers and graphic designers to redesign website functionality, SEO, branding, ecommerce and user experience. Results for both sites helped changed the operation system to be more effective and efficient in how the company functioned. Gathered analytics for reporting.

- **Regional Marketing Specialist • Microsoft • Sept 2008 - Nov 2010**

Managed their partner program with Qwest Communications. Key liaison for all Marketing programs. Managed 300K budget to ensure all Marketing efforts were optimally utilized. Examples; retail, road shows, marketing and brand development.

- **Regional Marketing Specialist • Qdoba Restaurant Corp. • Dec 2007 - Sept 2008**

Created Strategic innovative grand opening and local store marketing plans. Served as a liaison between corporate and franchise stores to generate new menu ideas, sales and collaterals.

- **Account Manager • Sourcey, LLC • August 2006 - December 2007**

Determined project scope and collaborated with clients to develop project plans. Primary liaison with clients through product process. Worked with the design team to ensure custom creative 3D renderings were met. Managed 13 major customer accounts (60% pharmaceutical companies, ex: Pfizer, Genetech, AstraZeneca, Novartis)

- **Marketing Communications Specialist • Goodrich Corporation • Mar 2005 - Jul 2006**

Managed 35 annual international and domestic trade shows for the business development team. Responsible for annual trade show budget of \$350K and business development expenses of \$150K. Executed 200 customer user conferences. Supervised entire conference. Traveled and scouted venues.

Supervised all Tier-two/Multi-Divisional shows in the U.S. to ensure the company's goals are met. Coordinated the development of all advertising materials: including brochures, newsletters, magazine ads, trade show graphic panels and informational disks.

| Education |

- Bachelor of Arts • Communications/PR • California State University, Fullerton
- Digital Marketing Certified • University of Irvine
- Problem Solving Process (PSP) • Danaher

Justine F. Chen

Marketing Specialist

(202) 702-4969 | ms.justinechen@gmail.com | [linkedin.com/justinefchen](https://www.linkedin.com/in/justinefchen)

Strategic communications professional with over a decade of in-house and agency experience in designing public-facing products and executing campaigns. Combining sound analysis with campaign development and digital media expertise to elevate public awareness and increase engagement. Proven experience in messaging, branding and PR.

Skills and Expertise

- (Re)Branding/Messaging
- Social Media/Graphic Design
- Partnership Development
- Issues Management
- Analytics/SEO
- Public/Gov't/Media Relations

Professional Experience

Asian World Film Festival – Digital Marketing Team | Culver City, CA

Social Media Specialist (Aug 2018-present)

- Providing social media content from open sources about Asian and Asian American films, filmmakers, actors
- Connecting with influencers to invite them to promote AWFF
- Pitching media entities to create PR opportunities that increase public exposure and awareness of AWFF

East West Bank – Marketing Department | Pasadena, CA

Social Media and Public Relations Contractor (Apr-Aug 2018)

- Curated/created and published engaging brand-building content for the bank's Facebook, Instagram, and LinkedIn accounts by developing the content calendar, and creating custom graphics to amplify the brand and project fun and levity from digital platforms (using Adobe Photoshop, Windows Paint, Canva)
- Quadrupled Instagram followers in less than three months by proactively identifying and reaching new audiences to build awareness of EWB's social media presence and CRA activities
- Promoted stories about business and CRA partnership events, including establishing new marketing relationships with over a dozen business/community partners
- Developed and managed cost-effective, strategically targeted social media campaigns and contests
- Supported the digital team in producing analytics reports on SEO, using Google Analytics and Hootsuite

City of Pasadena – Department of Public Health | Pasadena, CA

Public Health Analyst (Mar 2017-Mar 2018)

- Designed branded factsheets/infographics for smoking cessation campaign for youth and African Americans.
- Analyzed and evaluated Public Health Emergency Preparedness and Epidemiology project planning, research, statistical analysis and activities.
- Provided recommendations on administrative and operational problems, policies, and evaluation measures.

U.S. Food and Drug Administration – Office of International Programs | Silver Spring, MD

International Health Policy Analyst (2016-2017)

- Provided crisis communication advice to PEPFAR country embassies/consulates during international incident covered my international and national media.
- Served as the FDA's PEPFAR Liaison to international and USG partners; served as the POC to external stakeholders and facilitated collaboration and cooperation across the agency.
- Coordinated international legal arrangements with foreign country medical product and food regulatory agencies as well as FDA stakeholders/partners (USAID, U.S. Department of State, CDC, WHO, etc.).

U.S. Department of Health and Human Services, Assistant Secretary for Preparedness and Response, Office of Policy and Planning | Washington, DC

Public Health Analyst (2015-2016)

- Developed original, HHS-branded educational and outreach materials for foreign health ministries on reaching global health security standards.
- Drafted or contributed to reports, white papers, position papers, issue briefs, memoranda, background papers, policies and strategic plans, proposals, talking points, presentations and manuscript.
- Analyzed the development and implementation of international programs, initiatives, and policies related to public health and medical emergency preparedness and response.

US Department of State – Office of Policy, Planning, and Resources for Public Diplomacy and Public Affairs (PPR) | Washington, DC

- Communications Specialist (2015)
- Drafted content for Department's public-facing social media platforms during Ebola crisis.
- Managed PPR's public diplomacy communications plan with OES bureau on Global Health Security Agenda, as well as public-facing engagement with Ebola stakeholders on social media platforms.

National Science Foundation, Office of the Director | Arlington, VA

Social Science Policy Assistant (2012-2014)

- Supported the Acting Director (Deputy Director) with background research, drafting briefing memos, talking points, and meeting preparation, including literature searches for staff and senior leadership
- Main POC for external and internal inquiries. Communicated with academia, donors, or other external customers, answering questions and providing information to partner agencies and the general public

APCO Worldwide | Beijing, China

Strategic Communications Project Assistant (2007-2008)

- Drafted talking points for lobbying the Chinese national government for increased protection of intellectual property rights of multinational brands whose products were counterfeited/pirated.
- Researched and wrote background information memos for PR and corporate social responsibility clients.

CIVIC ENGAGEMENT/LEADERSHIP EXPERIENCE

Board Member, UCLA Rose Bowl Bruin Alumni, <i>Member-at-Large</i>	2017-present
Board Member, UCLA Alumni Washington DC Area Network, <i>Secretary, Member-at-Large</i>	2013-2016
Board Member, Taiwanese American Professionals – DC, <i>Vice President of Internal Affairs</i>	2013-2014
Student Assembly, Johns Hopkins School of Public Health, <i>Member-at-Large</i>	2010-2011

HONORS and AWARDS

Critical Language Scholarship (Bangla), <i>US Department of State</i>	2011
Chinese Language Scholarship, <i>Taiwan Ministry of Education</i>	2006-2007
Graduated with College Honors, <i>University of California, Los Angeles</i>	2006
Dean's Honor List, <i>University of California, Los Angeles</i>	2004-2006
Governor's Scholarship, <i>State of California</i>	2001, 2002

EDUCATION


2012	MSPH, International Health (Human Nutrition), Certificate in Humanitarian Health Johns Hopkins Bloomberg School of Public Health
2006	BA, Political Science (American Government) University of California, Los Angeles, <i>Graduated with College Honors</i>

Tim Wang

Innovative Leader

Exceptional team leader who empowers team to reach success through collaboration. Excel in consultative sales process.

tim05wang@gmail.com 

949-468-8768 

Irvine, CA 

linkedin.com/in/timwang05 

PROFESSIONAL EXPERIENCE

Regional Sales Manager

Warmboard Inc.

03/2019 – Current

Responsibilities:

- Lead regional sales and project team in prospecting and negotiating with B2B customers
- Implement consultative “Challenger” sales method, developing insights for team members
- Manage sales pipeline with custom CRM and mine system data to improve sales efficiency

Deputy General Manager

JX Nippon Oil & Energy USA, Inc.

02/2007 – 12/2018

Key Accomplishments:

- In 2007, launched new brand of PCMO lubricants ENEOS in North American market. Achieved annual volume of 3 million gallons branded sales.
- From 2007 to 2011, created national bulk distribution network including 30 distributors / 130+ distribution points.
- Grew bulk volume from zero in 2007 to over 2 million gallons per year in 2018.
- Created, negotiated and launched Mitsubishi Motors North America’s national bulk oil program as well as multiple line of genuine products.
- Developed over 14 OEM genuine fluids from 2013 to 2018 with a revenue of over \$10M/YR
- Recipient of 4 MMNA Diamond Vendor awards
- Lead project team to final round of bidding in 2017 Toyota Motors North America GTMO RFP.
- Lead project team in bidding in 2018 Mazda North America Operations genuine fluid RFP.

Responsibilities:

- Launch premium brand automotive lubricant in NA market. Achieved penetration into three major parts distributors (WORLD PAC, NAPA, and IMC) with a combined exposure of over 30k installers.
- Group leader in business development of OEM national supply contracts.
- Strategize annual sales & marketing budget and direction to promote brand new PCMO product line in the entire North American market for a Global Fortune 500 energy company.
- Lead 2 senior managers and 5 regional sales associates with national contract negotiation, sales program developments, as well as installer market educational trainings (including oil basics and product specific education).

- Work directly with OEM clientele (including Toyota, Mitsubishi, Hyundai, KIA, and Mazda) to increase existing product sales through program developments as well as explore and secure new product bids.

Senior Underwriter / Alt-A Team Lead

South Lake Mortgage Capital

04/2006 – 02/2007

Senior Lead Underwriter

Mega Capital Funding

10/2005 – 04/2006

Underwriter

PMC Bancorp

06/2004 – 10/2005

Founder/Marketing Manager

Nin Autosports

10/2002 – 04/2004

EDUCATION

Bachelor of Arts (B.A.) - Psychology & Social Behavior

University of California Irvine

1998 – 2004

KEY QUALIFICATIONS

- Corporate Strategy: Perform strategic analysis of corporate goals, develop effective plans to achieve desired results, and inspire others to reach the target.
- Project Executive and Management: Manage highly complex projects, with on-time & on-budget delivery.
- Market Development and Penetration: Demonstrating high level of accountability and follow-through in project delivery. Developed marketing plan, analyzed production capacity, and designed implementation workflow.
- Business Analysis: Highly skilled in performing business analysis, defining processes and plan resources needs.
- Organizational Savvy: Ability to be adaptive and agile to meet market and organizational changes.

SKILLS

Office Photoshop Illustrator FCPX CRM
Consultative Sales Project Management
Team Building Enterprise Sales RFQ

LANGUAGES

English – Native

Chinese Mandarin – Native

PERSONAL INTERESTS

Traveler

Visited 33 States, 16 Countries, 3 Continents

Athlete

Lifelong basketball player & avid cyclist

Outdoors

Camping, off-roading, & learning the art of bushcrafts

--

References and salary range available upon request.

Sally Lee

Project Manager • Marketing • Creative • Event Management

| cell: (562) 900 - 9175 | email: leesally517@gmail.com | <https://www.linkedin.com/in/sally-lee-30385824>

| Tustin, CA

| **Qualification Summary** | Experienced in project management, workflow, global marketing campaigns, budget, strategic planning, implementation and event management. Able to prioritize and delegate tasks effectively, multi-task, lead teams and achieve objectives within time and budget. Can build strong relationships with internal and external partners, and also negotiate agreements with vendors. Conversational in Mandarin, Chinese.

| **Skills > Management** | • web user experience • client relations • creative production • video production • 3D animation • digital management • photographers • videographers • design team • team building • marketing campaigns • workflow • traffic management • vendor relations

| **Software** | • Workfront • WIX • Bynder • Shopify • Mailchimp • Omnisend • Oberlo • Word Press • Base Camp • Adobe Suite • WebEx

| **Work history** |

- **Project Manager • Yamaha Music Corporation** • August, 2019 – Present (consultant)
Internal creative agency: Implementation of a new project management tool. Support team with a new workflow process to create a streamline for their external and internal team. Liaison between partners, account managers, internal team. Lead meetings, developing project plans to ensure project deadlines are met. Projects including, videos, tradeshow, creative, production, social, and the digital marketing group.
- **Marketing Project Manager • Boehringer Ingelheim** • August, 2019 – Present (consultant)
Working on a product launch for the BI team. Communicating with different vendors to create marketing projects for their launch. Ensuring SOW, a budget and a schedule plan is met during negotiation. Providing marketing inputs where needed. Currently in the development of a 3D animation, AR, branding video
- **Project Manager and System Administrator • Beckman Coulter** • Nov 2016 - Nov 2017
Developed a new workflow to assist the internal creative team on prioritizing projects. Lead the team for capacity management and implementation of a new project management and digital asset tool, which impacted the communication team.
- **Global Marketing Communications Lead • Beckman Coulter** • Feb 2015 - Nov 2016
Worked with multiple external global partners. Business channels included; Hematology, Urinalyses, Microbiology, and Distributions. Collaborating with products, marketing, digital, sales, events, creative, multimedia, and outside vendors to plan and execute on desired projects. Lead execution of product launches, marketing campaigns, developed communication plans. Materials including: strategy, budget and timeline development. Supported the business unit with all marketing communications needs.

Digital Campaigns > Average email campaign unique open rates; 40%. Management of webinars and nurture campaigns by utilizing the automation software, Oracle Eloqua. Collaborate with web developers and designers to launch product web pages.

Tradeshows > collaborated with the creative team to design graphic booths, collaterals, videos and campaigns to achieve sales leads. Examples include: determining

key markets and messages, overall brand look, presentations, web promotion, and planned all advertising and public relations.

- **Marketing Manager • Hygeia Medical Group • May 2013 - July 2014**

Oversaw the Marketing Department > Partnered with the Customer Service Team to ensure customer relations met our standards across all social media channels.

Directed designers to create marketing materials, lead generation on landing pages, blogs, AD's and email campaigns (Constant Contact, Mail Chimp, Email Mergers), video contents, and press releases. Redesigned our brand image, product videos and expanded the social media presence; Facebook fan page from 13,000 to 18,000 followers in 4 months time.

Managed six tradeshow a month. Assisted with Sales Team demands. Worked with designers to create show designs, advertisements, collateral's such as media tool kits, tradeshow booth, post cards, banner's and show events.

Oversaw four websites (Wordpress and a B2B operations site) Key achievements: Identified problems and worked with CEO, web developers and graphic designers to redesign website functionality, SEO, branding, ecommerce and user experience. Results for both sites helped changed the operation system to be more effective and efficient in how the company functioned. Gathered analytics for reporting.

- **Regional Marketing Specialist • Microsoft • Sept 2008 - Nov 2010**

Managed their partner program with Qwest Communications. Key liaison for all Marketing programs. Managed 300K budget to ensure all Marketing efforts were optimally utilized. Examples; retail, road shows, marketing and brand development.

- **Regional Marketing Specialist • Qdoba Restaurant Corp. • Dec 2007 - Sept 2008**

Created Strategic innovative grand opening and local store marketing plans. Served as a liaison between corporate and franchise stores to generate new menu ideas, sales and collaterals.

- **Account Manager • Sourcey, LLC • August 2006 - December 2007**

Determined project scope and collaborated with clients to develop project plans. Primary liaison with clients through product process. Worked with the design team to ensure custom creative 3D renderings were met. Managed 13 major customer accounts (60% pharmaceutical companies, ex: Pfizer, Genetech, AstraZeneca, Novartis)

- **Marketing Communications Specialist • Goodrich Corporation • Mar 2005 - Jul 2006**

Managed 35 annual international and domestic trade shows for the business development team. Responsible for annual trade show budget of \$350K and business development expenses of \$150K. Executed 200 customer user conferences. Supervised entire conference. Traveled and scouted venues.

Supervised all Tier-two/Multi-Divisional shows in the U.S. to ensure the company's goals are met. Coordinated the development of all advertising materials: including brochures, newsletters, magazine ads, trade show graphic panels and informational disks.

| Education |

- Bachelor of Arts • Communications/PR • California State University, Fullerton
- Digital Marketing Certified • University of Irvine
- Problem Solving Process (PSP) • Danaher



ACCOUNTANT



Average salary
25/hour

Average experience
3 years

SHEN LINDA WANG

Monterey Park, CA 91754

Phone: (626) 354-5732

Email:

Wangshen7@aol.com

SUMMARY

Dedicated, detail oriented professional with diverse experiences in accounting for a variety of organizations. Works well under pressure under tight deadlines. Ability to work under minimum supervision or in a team. Trained in **SAP**, MAS 200, Ariba and BNA payroll tax accounting system. Strong analysis, problem solving, and interpersonal skills, **strong GAAP**. SOX experience and manufactory experience.

COMPUTER SKILLS: Excel and word, SAP Enterprise, Ariba, Eplan, Catalyst, SMO, POS, Centricity, MAS 200, Sage, IMS, BNA tax software, Apex, One Write Plus, HRN home grown software and PeopleSoft, Office Master, Access.

EDUCATION

Oklahoma City University, OK

- **Master Science in Accounting**

Chinese Culture University, Taiwan

- **Bachelor Science in Agriculture**

PROFESSIONAL EXPERIENCE

Megatoys, LLC. Commerce, CA

August 2018 - August 2019

Sr Accountant

- Prepared financial statements and balance sheet accounts reconciliations to accurate reporting and ledger maintenance. Amortization, Deprecation, Ad hoc analysis. Handle property companies accounting and intercompany transactions.
- Audit support.
- Payroll processing
- Prepared sales tax returns , 571L and business and property tax
- Cash management, bank reconciliations, borrowing base certification.
- 1099 and 1095c, IRA .

Madison Realty Company, Pasadena, CA

January 2018 - July 2018

Sr Accountant

-
- Setup new companies
- Mapping
- Post over the top entries, Audit support

- Review financial statements and intercompany tie out

**Various Projects for Northeast Community Clinic, Warner Brothers, Paramount Picture, AT&T_Direct TV, Southern California Edison
2014 - 2017**

Consulting

- Closed and prepared financial statements for subsidiary companies, GL account analysis, Prepaid Schedule, Cash applications, Review recorded AP.
- Close deliverables – P/L review, BT review, SG&A review, RPA accrual support, Account reconciliation support, operational metrics tracker preparation/review
- Inventory clean up, upside down and liquidation, Rollforward analysis, ad hoc analysis
- Prepare, review and distribute monthly development and sourcing operations and financial reports to management teams
- Coordinate with budget owners to produce monthly actual/forecast report for KTLO group in IT
- Coordinate with IT Budget Operation (ITBO) to produce monthly VLE (Vendor Labor Expense) report
- Maintain monthly budget and forecast information in the accounting system through Cognos and SAP
- Approve invoices and prepare re-class, accrual, and forecast reports for ITBO. Process and review invoices and travel expense payments for service providers
- Coordinating with service providers to ensure billing are prepared in an accurate and timely manner and timely follow-up on past due items
- Analyze and balance deferred and unbilled payments monthly
- Investigate invoicing and re-class issues for project managers
- Review contract terms and limits to ensure prompt payment of invoices to service provider
- Accountant/Financial Analyst (Contractor) Create new Purchase Requests for sourcing vendors and tracking PO balancing and expiration date
- Monitoring and reconciling SMO Contract Management System
- Provide timely reporting of cost variances on large projects and identify any unusual trends or exceptions
- Alert Application owners and vendors of any accounting or financial issues
- Provide monthly Sourcing Vendor Spending reports for SMO
- Monitor reporting strategies to provide meaningful and timely reporting on major projects
- Participates in financial and operational performance reviews
- Processed and monitored bilateral power, Fuel and purchase power accounts payable and receivable activities utilizing SAP
- Performed month end accounting of bilateral power, fuel and purchase power activities for financial and regulatory purposed and variance analysis. Supported auditor requested
- Maintained a safety conscious work environment following Edison safety protocols and safe work practices and performing other responsibilities and duties as assigned

Aids Healthcare Foundation., Hollywood, CA**2010 - 2014****Staff Accountant/Financial Analyst**

- Assisted in month end closing and ensured timely reporting
- Supported the assistant controller/Associate CFO and CFO with accounting entries and other related tasks
- Utilized SAP to run repots, perform financial and data analysis, and account reconciliation
- Assured the accuracy and timely reporting of accounting data and financial analysis
- Supported the managers in making strategic and operational decisions by delivery timely, accurate and relevant financial information
- Reviewed monthly general ledger for accuracy and provide periodic updated variance analysis and performance reports to controller, Associated CFO
- Provided support to Controller and Associated CFO with Annual Financial Audits, Contract Audits and any additional audits as necessary
- Performed constant monitoring of financial and accounting requests and submissions to assure compliance with policy
- Reviewed expense reporting including card and expense report reconciliations for accuracy and compliance with policy
- Performed a wide variety of special projects and data gathering functions as well as developing reports as necessary
- Prepare specialized reports, analysis and financial models; presented results of analysis
- Reviewed month end financial reports, constructed financial statements, provide variance and research financial irregularities, and used data to develop meaningful financial reporting
- Coordinated and developed ad hoc analysis as required
- Provided support to other finance Department Staff, as required
- Cross trained on fixed assets, bank reconciliations and other accounting functions
- Work closed with HCC Medical Biller and RX for Revenue Cycle: Cash Receivables-included deposit, application, invoicing. Variance analysis of financial budget versus actual. Month end closing entries, reconciled balance sheet accounts, Pharmacy & HCC co pay accounts. Prepared schedules for prepaid and fixed assets, trained new staffs for Accounting Dept. Invoicing for Grant Dept, GL account analysis, prepared audit schedules and backup documents. Updated contract list schedule and invoices templates

HRN Services Inc., Beverly Hills, CA**2002 - 2009****Staff Accountant**

- Handled A/R - deposit, application, invoicing, reconciled A/R accounts
- Handled A/P - review invoices, coding, issued checks
- Prepared audit schedules and backup documents
- Interacted with auditors for annual audit
- Prepared bank reconciliations
- Filed payroll tax returns, and reconciled payroll accounts

- Reconciled contractual obligation and suspense accounts
- Handled monthly closing entries and re-classing entries
- Balance sheet accounts analysis, experiencing accounting software conversion

Fan, ShiYi

507 Pomelo Ave Apt #E Monterey Park CA 91755

Phone Number: (626) 233-1951

Email: fancyfan@g.ucla.edu

EDUCATION

University of California, Los Angeles

Graduation, June 2018

B.A.: Economics

Minor: Accounting

WORK EXPERIENCE

UPS

Cerritos, California

Industrial Engineer Supervisor

April 2018 to Present

- Learned and created new Master Standard Operation Measurements for the whole operating system to measure, guide, and improve the Cerritos Facility's productivity.
- Increased Pre-load production by 17.24%, decreased the total labor cost by 14.7%. It will further save more than \$360,000 per year for UPS
- Cross-trained and manage data from everyday production to identify the potential relationship to eliminate both misloads and low Pieces Per Hour issues.

Koo, Chow & Co, LLP

Los Angeles, California

Staff Accountant and Consultant

February 2019 to Present

- Processed and validated payrolls semi-monthly or quarterly for various sizes of companies with the range of employees from 1 to more than 200, and reduced the process time by 70%.
- Prepared individually and assisted senior accountants to process more than 1000 clients for their individual tax returns, entity tax returns, and EB5 tax returns.
- Maintained and reconciled entity financial books monthly for clients and prepared financial statements to support management decisions.

Taiwan Realty

City of Industry, California

Company Assistant

February 2014 to September 2017

- Organized and made spreadsheets about the real estate listing information daily for agents and brokers to assist and increase their yearly sales gradually in the newly developed company.
- Designed spreadsheets and PowerPoint slides about the company on weekly basis to support brokers' and agents' public speeches to build up corporation reputation.
- Managed receptionist area, including greeting visitors, responding to phone calls and in-person requests from customers and dispersed incoming mails to the correct personnel in the office.

ACTIVITIES & VOLUNTEER EXPERIENCE

Economics Department of UCLA

Los Angeles, California

Research Assistant

January 2018 to Present

- Collected and observed data with the group from both government database and homeless people from local streets to analyze and predict future homeless people population and distribution for California.

Chinese Students and Scholars Association

Monterey Park, California

Student Advisor

May 2015 to June 2016

- Advised and planned for hundreds of incoming Chinese students to build better academic paths, and 80% international students successfully transferred to American Universities.

El Monte Rosemead Adult School Student Advisory Committee

Rosemead, California

Student Advisory board member

June 2011 to June 2012

- Presented and helped all ESL students for the adult school strive for school funding due to budget cutting, and saved more than 4 ESL classes and other high school programs.

HONORS & SKILLS & Hobbies

- Associate Student Union Scholarship & Transfer Scholarships & Dean's List
- Excel, Word, PowerPoint, Power Pivot, Power BI, Stata, Lacerte, QuickBooks, 1099 ETC,
- Bilingual in both English and Chinese
- Basketball, Modern Music, Gaming

NATALIE HSIAO

Hacienda Heights, CA 91745 (626) 807-6392 ♦ nathsiao11@gmail.com

PROFESSIONAL SUMMARY

Top-performing Accounting Analyst offering excellent skills in financial data analysis and reconciliations. Competent with a logical mind capable of finding intelligent solutions to issues for corporate success.

SKILLS

- Accounting Principles
- Accounting Analysis
- Data Analysis
- Financial Statement analysis
- Marketing Research
- Chinese Mandarin Fluent

WORK HISTORY

Accounting Analyst, 07/2018 to Current

Delica North America – Torrance, CA

- Accomplished cost analysis on pricing verifications with traders to discover inconsistencies and rectify monthly expenditures.
- Tracked data analysis on accounting statistics for financial reporting to upper management.
- Managed accounting software to enhance reporting and organizational analysis.
- Analyzed budgets, financial reports and projections for accurate reporting.
- Consolidation of accounts receivable and payable to facilitate efficient processing.

Staff Accountant, 12/2016 to 06/2018

UNV Inc. – Paramount, CA

- Managed accounting software to enhance reporting and organizational analysis, financial statements and related activities to ensure accuracy.
- Assisted with creating budgets and forecasts in alignment with accounting deadlines.
- Initiated comprehensive account and audit assessments on viability, stability, and profitability.
- Reconciled accounts and resolved internal variances and discrepancies.
- Gathered, evaluated and summarized account data in detailed financial reports.

Brand Marketing Intern, 03/2016 to 06/2016

Vamped – Los Angeles, CA

- Maximized advertising efforts by developing content for media relations, corporate communications, and social media posts.
- Identified appropriate marketing channels and target customers for campaigns.
- Optimized advertising efforts by researching prospective candidate influencers for media relations, corporate communications, and posts.

Marketing Intern, 06/2014 to 08/2015

Minty Jungle – Los Angeles, CA

- Developed ads targeting specific users for key promotions.
- Analyzed web analytics to recommend proactive adjustments to strategies.
- Managed effective social media platforms: Instagram, Snapchat, Facebook, and Company Blog).

EDUCATION

Bachelor of Arts: Mathematics, 2017

University of California, Riverside - Riverside, CA

TECHNICAL SKILLS

Microsoft Suite (Word, PowerPoint, Excel) | Microsoft Dynamics 365 | Quickbooks

Kumiko Nomura

13624 Rolling Wood Circle ▪ Chino Hills, California 91709

(626) 475-7141 ▪ kumikonomura995@gmail.com

SUMMARY OF SKILLS

- Knowledgeable in preparing financial statements, completing bank reconciliations, working with accounts payable and receivables, and financial analysis
- Trilingual: speak, read, and write English, Spanish, and Mandarin Chinese
- Excellent written and verbal communication skills; ability to listen and communicate effectively to diverse customer and community populations
- Organized and detail oriented, strong work ethic, excellent analytic and problem solving skills
- Positive attitude and sincere willingness to constantly learn and grow
- Ability to quickly learn new procedures and prioritize multiple tasks in a fast pace environment

TECHNICAL SKILLS

- Microsoft Word, Excel, PowerPoint, Publisher, Oracle, JD Edwards, HeavyJob, OnBase

EDUCATION

University of California, Irvine

Software Development Certificate: 2019

An intensive program focused on learning and understanding different software development technologies such as MySQL, JavaScript, MongoDB, and more.

University of La Verne

Bachelor of Science in Accounting: 2013 - 2017

Coursework Included: Fundamentals of Accounting I and II, Intermediate Accounting I and II, Cost Accounting, Federal Taxation I, Auditing, Advanced Accounting, Accounting Information Systems, Business Finance, Business Statistics, Operations Management, Economic Analysis I and II, Information Technology, Legal Environment of Business, International Management, Principles of Management, and Principles of Marketing

WORK EXPERIENCE

February 2017 - February 2019 Sully-Miller Contracting Co. Brea, California

Staff Accountant

- Worked with accounts receivables, account payables and amortization of prepaid assets
- Performed various account analyses including bank reconciliations
- Participated in monthly closing activities for construction and manufacturing including standard journal entries
- Composed various monthly reports for management and parent company, including activity report and monthly P&L's, and reviewed and analyzed monthly end financial reports
- Utilized JD Edwards software and Microsoft Excel to create and analyze various financial statements and reports

June 2015 – August 2016 Champion Cabinets Corporation Anaheim, California

Accounting Intern (summers)

- Worked with excel spreadsheets, sales and purchase ledgers, and journals
- Utilized QuickBooks software to update and input inventory sales and purchases
- Filed and diligently maintained packaging and order slips; managed the monthly tracking of the physical inventory
- Reviewed and analyzed monthly end financial reports
- Helped with A/R, A/P, and bank statement reconciliations

Qianying Zhang

433 E Algrove St, Covina, CA 91723

541-206-7061

snowynight2004@hotmail.com

EDUCATION BACKGROUND

University of Oregon

Eugene, OR

Bachelor of Science in Business Administration

March 2015

Major: **Accounting** Minor: **Economics**

CPA Eligible

ACCOUNTING EXPERIENCE

DTD Distribution Inc.

City of Industry, CA

Staff Accountant

September 2017-Current

- Input daily financial transactions and record journal by using QuickBooks software in an effort to ensure company's bookkeeping was up-to-date
- Full cycle of accounting bookkeeper function, including AP, AR
- Created monthly financial reports for the company and reconciled company's bank account

EC Supply Inc.

Baldwin Park, CA

Staff Accountant

August 2015-Current

- Analyzed and prepared budget for company by comparing prior year costs plus extra needs
- Prepared, balanced and checked various accounts for clients
- Maintained general ledgers recording status and ensured the balance of all accounts

Shanghai JaHua CPAs

Shanghai, China

Auditor

June-September 2012&2013

- Checked and audited book, produce audited working paper by using excel
- Audited sampling, checked inventory and produced liquidation report
- Carefully reviewed A/P, A/R, cash, inventory, dividends and other expense records

SKILL SET

- Proficient in Microsoft Office (Excel, Word, PowerPoint and Access)
- Excellent mathematical skills
- Advanced skill in Quickbooks software, Financial reporting and budgeting
- Fluent languages: Chinese (Mandarin) and English

Zhen Wang (Marco)

165 N Michigan Ave. #312 Pasadena CA 91106 • (626) 321-6016 • marco.z.wang21@gmail.com

RELEVANT WORK EXPERIENCE

Westlake Financial Services (Los Angeles, CA)

Tax Accountant, September 2019 – Present

- Traced and reconciled prepared tax returns to source documents for accuracy.
- Conducted pre-filing tasks for State sales taxes using vlookup and pivot table functions.
- Searched and reported unclaimed properties to States and prepared subsequent adjusting journal entries to comply with GAAP.
- Tax code research, filing status investigation, and phone or email conversation with State/IRS agents when responding to various tax notices.

New Manufacturing Company LLC (Los Angeles, CA)

Accountant, July 2018 – June 2019

- Audited and corrected prior accounting practices for newly established companies to make sure all preopening transactions were recorded correctly before businesses opened.
- Drafted and Implemented revised reporting procedures for more effective and efficient reporting of various financial statement accounts and their reconciliation.
- Managed investors' funding to maximize its use for the benefit of the company as a whole.
- Performed complex intercompany analysis and transactions to maintain accurate accounting records for more than 10 related entities.
- Full AP responsibility for multiple entities and communicated to vendors and provided payment plans under tight budget environment.
- Assisted HR for proper recording of payroll information using excel and csv files to expedite the reporting processes.
- Cash reconciliation and management to appropriately allocate funding for various entities.

CTBC Bank Corp. (Los Angeles, CA)

Accountant I, August 2015 – September 2017

- Processed GL entries for accruals, prepaid, Fixed Assets, and month end closing.
- Played important role during various system conversion projects to enhance the system performance including writing standard procedures of system's functions and communicated with IT team for issues identified during the implementation stage and also subsequently in live production stage.
- Prepared and communicated with Controller and CFO on audited F/S and disclosures to ensure that each statement complies with GAAP.
- Monthly sub-ledger reconciliations to GL accounts using excel for faster processing and better record-keeping.
- Other responsibilities include: Governmental statutory reporting, filing of state taxes, property tax report and filing, and bank reconciliations.

EDUCATION

UCLA (Los Angeles, CA)

Bachelor of Art in Economics, June 2015

- Accounting GPA: 3.7
- **Relevant Coursework:** Advanced Accounting, Auditing, Financial Statement Analysis, Individual Taxation, Corporate & Partnership Taxation

Mt. San Antonio College (Walnut, CA)

Economics, Accounting, June 2013

SKILLS

- **Certifications:** CPA candidate (all four exams passed)
- **Skills:** MS Excel (proficient), Quickbooks, Prologue, Compeat, Oracle, SQLyog systems
- **Language:** English, Mandarin Chinese, Cantonese

SENIOR ACCOUNTANT

- **120% worker, always punctual and prepared, with a Big Picture vision, dedicated to getting the job done while exceeding all expectations, raising the bar on company performance and service every day.**
- **5 years of Accountant experience**, encompassing all aspects of AR/AP, Payroll, Month-End, Financial Statements, and Account Reconciliation.
- **Results-driven and highly skilled self-starter**, while effectively handling diverse, high-pressure, and multi-tasking environments.
- **Fluent and literate in English and Chinese (Mandarin).**

QUALIFICATIONS AND EXPERTISE

✓ ERP System: Sage, SAP, QuickBooks	✓ Cash Flow
✓ Financial Statements	✓ Journal Entry
✓ Month-End	✓ Proficient in Excel, Outlook, Word.
✓ Sales and Inventory Analysis and Forecasting	✓ Vendor/Customer Relationship
✓ Factoring Assignments	✓ Detail & solution-Oriented and Teamwork

PROFESSIONAL EXPERIENCE

NANSHING AMERICA, INC.

SENIOR ACCOUNTANT
PRESENT

2017-

- Full cycle of AR/AP, collection; brought all AR over 90 days to current; AR over 180 days dropped by 92%. Resolved payments discrepancies and file disputes on difficult accounts.
- Responsible for payroll, periodic/quarterly payroll tax.
- Compliance with local, state, and federal government reporting requirements and tax filings.
- Oversee W-2/1099/Sales Tax process and filings.
- Perform month-end closing, adjusting entries, monthly bank accounts, balance sheet, income statement reconciliations.
- Prepare monthly financials, borrowing base certificates.
- Coordinate annual audit, always ensured all requested financial data and documents are completed upon agreed time.
- Inventory control, receive inventory, set-up new items, host physical inventory count, inventory adjustment.
- Perform inventory forecasting for eCommerce accounts and large chain stores.
- Responsible for HR position, employees' insurance enrollment, file necessary forms of employee requested by government, EDD, public social service dept. child support, etc. To promote an effective relationship between the department; ensure effective operational processes
- Found new lender when business loan matured; transferred current line of credit to new financial facility.
- Responsible for all factoring assignments.

SHEWAK LAJWANTI HOME FASHIONS, INC.

STAFF ACCOUNTANT

2014-2017

- Management of AR/AP.
- Prepare month-end financial management reports.
- Budget forecast reporting to CFO and CEO for management decisions.
- Analyze monthly sales for buying decisions.
- Develop and responsible for inventory controls.
- Coordinate and prepare 1099 filings.
- Credit Card Reconciliation. Manage budgets for employees' expense, as well as overseas factories' expense. Reduced 22% of the cost compared to previous year.
- Assist external audit and developed audit documentations from inception.
- Explore marketing, finding overseas vendors.
- Trained and supervised new employees, ensured they have accurate work done and maintain fastidious attention to detail.

EDUCATION

University of California, Santa Barbara

JUNE 2014

- Bachelor of Arts in Economics and Accounting
- UCSB Accounting Association Member

4173los serranos blvd,
Chino hills,CA91709
714-854-5014
Osama.makhamreh94@gm
ail.com

OSAMA SAMIR MAKHAMREH

Objective Seeking a challenging job to join an organization where my educational background and qualifications will be utilized efficient and my skills will be developed for better performance and job advancement. Willing to work from the ground up to peruse the best potential for the company and myself.

Education

2016- 2018	MBA (Master's in Business Administration) CALUMS (<i>California University of management and Sciences</i>), U.S.A
2012-2016	B.A in Accounting <i>Princess Sumaya University for Technology, Jordan</i>

**Work
experience &
Internships**

July 2019 -
present

Hub international

accounting associate

*-responsible of commission posting.
-responsible of transaction entry.
-responsible of direct bills transactions.*

TABOO marketing Inc.

March 2017 -
August 2018

*Assistant & organizer of the marketing department
-responsible of connecting with all the media
-responsible of outside contractor, vendors and costumer by building a
relationship
-responsible of scheduling the event time line and activities in the event.
-responsible of bringing accounts for the business.*

Talal Abu-Ghazaleh Institution

October 2016 -
December 2016

*Accountant Assistant
-I was responsible of daily journal entry.
-I was responsible of the payroll.
-doing account payable.
-doing account receivable.
- matching the books with the bank account and making sure of all the
transaction is made by the company.*

Eng. Amer Haddad & Partners

April 2013 - 2016

*Accountant
-I was responsible of daily journal entry
-responsible of a bookkeeping
- responsible of preparing financial statement*

- analyzing financial position of the company through reviewing the financial statement
-giving advices to the management level that have to do with the investment in the long run.

Skills & certification

- **Course in Insurance skill from BDC (Business Development Center)**
- **International Computer Driving License (ICDL)**
- **How to be a Pioneer by the Injaz Org.**
- **Chinese cores (1 month)**
- **Good command of PowerPoint tm tools**
- **Good command of excel tm tools**
- **Good command of Microsoft Office [™] tools**
- **Good command of Quickbook**
- **Familiar with GAAP system and IFRS**

Languages

Fluent in Arabic and English

WINNIE HO

17500 Mondino Drive, Rowland Heights, CA91748 • Phone: (626) 487-6329 • Email: yukiho988@gmail.com

EDUCATION

Jackson Hewitt - Los Angeles, CA **Dec 2003**
Certificate of Income Tax Preparation

California State University, Los Angeles - Los Angeles, CA **Dec 2000**
Bachelor of Science, Business Administration and Finance

Glendale Community College - Glendale, CA **Jun 1996**
Associate Degree, Business Administration with a Specialization in Accounting

EXPERIENCE

Samsung C&T America, Inc. - Commerce, CA **Feb 2005 - Nov 2019**
Accounts Payable Specialist

- Verified the accuracy of all invoices by comparing quantities, price and receipt data against purchase orders
- Ensured approvals were obtained by routing invoices and purchase orders to the responsible authorizing manager
- Received, reviewed, and processed invoices from vendors through check requests or wire transfers
- Communicated with vendors to resolve discrepancies associated with their invoices
- Reconciled accounting records and maintained database for payment tracking purposes
- Actively pursued prompt payment discounts through negotiation with vendors
- Input all approved invoices into the accounting system with a target error rate of less than 1%
- Researched issues raised by internal customers and prepared reclassifications if necessary
- Prepared L/C documentations for bank negotiation
- Calculated commission payments from vendors
- Issued debit memos to vendors, and credit memos to customers
- Maintained and reconciled accounts receivables, such as cash postings, wire transfers and check deposits
- Coordinated with each account/sales representative to resolve charge backs issues
- Managed customer relationships
- Processed payroll for temporary employees

Koutech Systems, Inc. - Santa Fe Springs, CA **Nov 2001 - Jan 2005**
Accounts Receivable Accountant

- Processed, reviewed and filed Credit Applications by checking credit rating, credit references, bank balance, running D&B report and making recommendations for credit approval
- Posted payments to customers' account such as daily cash transactions, check deposits, credit card processing, wire transfers and charge backs
- Prepared monthly AR report and annual bad debt report for the CPA
- Obtained payment schedule for net-term customers, mailed collection letters and invoices, and made regular collection calls on delinquent accounts.
- Assisted Senior Accountant to calculate payroll, cut checks for the general expenses, preform bank reconciliation and prepare journal entries
- Coded invoices, prepared checks and submitted payments

Mini-Micro Supply - City of Industry, CA **Jan 2001 - Nov 2001**
Junior Staff Accountant

- Handled deposits, cash transmittals, recorded daily cash deposits, and resolved bank reconciliation discrepancies
- Set up new accounts for customers, released orders, verified reseller permits, funds, customer credit rating, issued credit and debit memo and customers' credit card information, updated billing and shipping address information, and run National Association of Credit Report for Credit Control Manager

SKILLS

- Skills: Proficient in SAP, Lotus Note, SBT, Microsoft Word, Excel including VLOOKUP
- Bookkeeping Qualification: London Chamber of Commerce and Industry – Advanced Level in Accounting
- Languages: English, bilingual speaking proficiency in Cantonese, and writing proficiency in Chinese
- Certificate: Samsung's Employee of the Month (May 2006)

Sunny Xu

Cell: 626-537-5589

Rancho Cucamonga, CA

Email: sunnyjob888@gmail.com

Have **MBA degree** with strong analytical abilities. I am skilled in effectively budgeting and analyzing financial statements to accomplish the strategic goals of the organization. My personal characteristics include good communication skills, reliability, loyalty and strong professional effectiveness.

Work Experience

Project Accounting Manager

FMB Development - Los Angeles, CA

April 2018 to Dec 2019

Project accounting Manager, manage over 50 real estate projects. Manage around 50 real estate LLCs. Budget, apply loan etc. Manage AR/AP, chart of account. general ledger, accounts reconciliation, manage insurance, monthly financial reports. Manage AR / AP, budget, reconciliations. Manage company's insurances, worker's comp insurance etc. Coordinate with the bank loan and audit etc. Analysis the financial reports, control the cost and expenses etc.

Controller

Remax Inc

January 2015 to April 2018

Manage real estate business, residential and commercial properties. Manage the A/R, A/P, billing, bank reconciliations, loan reconciliation, monthly financial reports etc. Company Budget and forecast. Prepare financial reports; analyze sales and expenses financial data. Manage and prepare payroll, business and tax planning. Create general Ledger. Preparing monthly end and year-end closing etc. Auditing and reporting, capital management, working capital management and analysis. Loan portfolio management. Project analysis and follow up. Investment analysis. Familiar with Great Plains, SAP and QuickBooks software. Organized, coordinated, and managed multiple building projects simultaneously that included procurement of all building materials. Analysis financial reports, strategies to save the company expenses and cost, increase sales. Own skills and working experiences of Quick books for over ten years. Coordinate with the yearend tax filing. manage the whole accounting department. Manage company budget and forecast, process bi-monthly payroll on time, file payroll tax and company tax return on time, solve the company tax filing issues with payroll company and IRS. Develop financial and tax strategies. Manage the capital request and budgeting process. Oversee the company's transaction processing systems. Oversee the financial operations of subsidiary companies. Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package. Prepare and report all complete financial reports monthly and timely. Coordinate the preparation of the corporate annual report. Manage the annual budget and forecasts. Provide financial analyses as needed. Manage and process accounts payable, always paid in a timely matter. Manage accounts receivable, issue credit memos. Maintain the chart of accounts and an orderly accounting filing system. Manage and prepare the annual audit and tax filing with external CPA.

Senior Tax Accountant

Kerima Associate CPA Firm

January 2013 to December 2014

Senior Tax accountant

Manage over 20 companies' business accounting, sales tax, general ledgers, financial reports and yearend annual tax reporting etc.

Senior Accountant

Linkers products INC

January 2008 to November 2012

Manage the operation functions of the corporate office including, accounting, general ledger, billing, collections, accounts payable, accounts receivable, and monthly financial reports. Responsible for export and Import operations. Manage all catalogue business from order to delivery. Finance management, office management. Job duties relied on Quick Books programs.

- Manage A/P & A/R. Pay bills follow up with vendor questions; resolving account issues with customers, follow up on payment discrepancies, preparing and sending monthly statements and customer credit memos.
- Processing deposits and entering payments into QuickBooks. Monthly Bank Reconciliations
- Timely filing of state permits, licenses, and sales and use tax returns, preparation of sales and property tax returns etc.
- Analyze and prepare income and expense accruals. Finance documents auditing, expense documents management and analysis, and make strategy to save the expense, operation cost.
- Report organization's finances to management, and offer suggestions about resource utilization, tax strategies, and assumptions underlying budget forecasts. Analyzed trends, costs, revenues, financial commitments, and obligations incurred to predict future revenues and expense.

Finance Manager

TEKYON Technology Co. Ltd

April 2003 to January 2005

High-tech American Co. The headquarters locates in San Diego, California. Manage the company inner and external business. Project application, Assignment execution, follow up and feedback. In addition, assist with contracts and finance management, income and expense budget, A/R, A/P, G/L Management, salary account, manage fixed assets, finance documents auditing. Coordinate and develop periodic financial/and or operating analysis. The cash flow analysis, report directly to the headquarters in U.S.A. Excellent team working spirit. Organized and attended the electronic products exhibition and achieved the satisfactory result. Maintain good business cooperation with the clients. Provided important sales and marketing strategy analysis, reporting directly to the General Manager.

Accountant

Pepsi Cola-beverage co. ltd

August 1999 to December 2002

Manage finance expense. Assisting the VGM to analyze the sales in different cities and areas, and inspecting the product display. Auditing all expense documents.

Educations:

Master in International business / Trading

California International University

December 2007 to December 2009

Study international business/ trading; include Export Trade Operation, Import trade operation, International business law, International personnel management, World politics and international business etc.

MBA

University of Texas at Arlington - Arlington, TX

June 2005 to May 2007

MBA senior management courses study. Managerial Economics, Management of Information Systems, Strategic Management, Project Management, Marketing, Corporate Finance, Strategic Human resources, Management, Management of International Operations, Accounting Analysis, Managerial Accounting, International Finance, Production & Operations Management etc. Graduated with GPA 3.7.

Accounting BS in Accounting

Sichuan University of Science & Engineering

September 1995 to July 1999

Skills:

- Bilingual English/ Chinese Language;
- Accounting management, Quickbooks, SAP, Great plains etc. (10+ years), Payroll, Accounts Payable, Accounts Receivable, Financial reports analysis. • General Ledger•Billing• credit, Great Plains• Budgeting• Outlook• Financial Report Writing;
- Own experiences of export and import operation management, familiar with the import export procedures and the documents. Has the factor collection experience etc.
- Computer Programming Skills: Practiced Operating Systems: Windows2000, Windows XP, Windows Vista, Linux. • Practiced Office Package: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook Express, E-Commerce • Accounting Take-up certificate; SAP Analysis, Yardi 3.0 system etc. Accounting computerized certificate Accounting Software: Quick Books, Great Plains, Mas90/200 system etc.



E-COMMERCE SPECIALIST



Average salary
20/hour

Average experience
3 years

Wing Yiu Tsang

U.S. Permanent Resident

3305 Magnolia Ave, Unit 7, Lynwood, CA, 90262

Phone: (310) 866-7048/ E-mail: yiuyiu.wing901@gmail.com



EDUCATION

California State University, Long Beach, Bachelor of Arts in Fashion Merchandising, 2015, GPA: 3.93/4.0

Relevant Coursework: International Business, Global Sourcing, Fashion Management, Graphic Design Applications, Fashion Buying, Intermediate Textiles, Consumer Legal and Economic Environment, Fashion Strategy for Consumers, Fashion Promotion and Sales

Scholarship: Edmund & Emma Slama Memorial: Modern Language Scholarship 2013, San Francisco State University Consumer & Family Studies/Dietetics Scholarship 2014 & 2015, The Robert R. Sawdey Educational Scholarship 2015

WORK EXPERIENCE

Florida Group, Inc., Carson, CA

May 2018 – June 2019

Sales & Ecommerce Specialist

- * Identified and contacted clients through different sales channels. Presented proposals to the clients and followed up with clients' needs
- * Managed Amazon and eBay seller platforms and manipulated online advertisements through Google Ads and Facebook campaigns
- * Supervised foreign currency trading team and collaborated with the bank. Managed investment risks and accounting of trading accounts

Unix Industries, Inc., Santa Monica, CA

Jan 2016 – Dec 2016

Project Coordinator

- * Coordinated with factories about the sample details and negotiated rates effectively. Processed purchase order and invoice documents
- * Outsourced from foreign markets. Analyzed vendors' profiles and quotes carefully to procure competitive pricing and quality products
- * Created products' designs based on the brands' styles using computer software and prepared creative presentation decks for meetings

Coach, Inc., Santa Monica Place & Beverly Center, CA

March 2015 – Feb 2016

Sales Associate & Senior Sales Associate

- * Increase sales by 30% through engaging clients with product knowledge, selling strategies and building long-term rapport with clients
- * Managed and coached other Sales Associates as well as analyzed daily sales records and maintained the store operation manageable

International Recruitment Office, California State University, Long Beach, CA

May 2014 – June 2015

Recruiting Assistant

- * Recruited and communicated professionally with prospective students as well as coordinating effectively with outside agencies
- * Promoted our university to students and parents during various campus fairs and tours and translated English publications to Chinese

Computer Science and Information Systems Lab, Santa Monica College, Santa Monica, CA

July 2011 – Aug 2013

Computer Lab Assistant

- * Completed computer management projects responsibly and supporting harmonious teamwork efforts. Answered office related queries
- * Coached and assisted students professionally for operating different computer software such as Microsoft Office and Adobe software

LEADERSHIP AND COMMUNITY INVOLVEMENT

"Wang Jiang Ting" Beijing Opera Press Conference, Hilton Hotel, San Gabriel, CA

Oct 2012

Event Manager and Host

- * Welcomed guests and media reporters with an amicable attitude and made sure that the event went smoothly without problems
- * Announced the background of the leading roles and confidently presented the event to the news reporters and the public audiences

International Student Association, California State University, Long Beach, CA

Sept 2013-May 2014

Vice President and Public Relations Manager

- * Assigned the right jobs to officers and paid attention to details in planning, managing, marketing, and creating events and posters
- * Actively communicated with club members and other student organizations in order to maintain good relations with campus entities

ADDITIONAL SKILLS

Computer: Experienced in Adobe Illustrator, Photoshop, Salesforce, QuickBooks, Google ads, PowerPoint, Excel, Outlook and Word
Languages: Mandarin, Cantonese and English

Marketing Executive

Marketing executive with extensive experience building and leading teams. Area of expertise include: website redesign, e-commerce, online and social media campaigns.

Accomplished and results-driven professional with successful track record managing all aspects of marketing and sales operations for industry leaders and multinational organizations. Accustomed to wearing multiple hats and rolling up sleeves to get things done. Experienced communicating at all levels and across all internal departments of organizations. Broad range of experience across multiple industries, including consumer (B2C), commercial products (B2B), airline, and tourism industries. Outstanding communication, strategic, and leadership skills.

Highlights of Expertise

- Omni-channel Marketing
- Market Research
- Brand Positioning
- Press Releases
- Managing A&P Budgets
- PowerPoint Presentations
- Marketing Strategies
- Competitive Analysis
- Communication Strategies
- Website Launches & Redesign
- Alliances/Partnerships
- Social Media Marketing & Advertising

Career Experience

Salsbury Industries, Carson, CA

DIRECTOR OF MARKETING & E-COMMERCE (2006 to 2019)

Directed marketing and e-commerce operations for top mailbox and locker manufacturer and distributor. Lead creation and execution of marketing programs and strategies, ensured effective omni-channel user experience, identify new markets, and guided development of new products. Managed third party development of company's main websites. Conducted market research, competitive analyses, and feasibility studies. Created and produced direct mail material, catalogs, and flyers. Oversaw the development and distribution of one million product catalogs and direct mail marketing campaigns.

- ♦ Managed \$4 million marketing and advertising budget and multiple teams including e-commerce, graphics and web management.
- ♦ Spearheaded all aspects of key marketing strategies, including remarketing, email, video, social media, branding, SEO, SEM, PPC, and website UI/UX redesign.
- ♦ Achieved 600% increase in e-commerce sales and 350% increase in overall sales.
- ♦ Led management of key marketplace clients, including Amazon, Grainger, Global Industrial, Home Depot, and Lowe's and achieved 2,000% growth in marketplace revenue.
- ♦ Directed advertising campaigns across top platforms, including Facebook, Amazon, Yahoo, Bing, and Google
- ♦ Successfully achieved increased brand awareness, 115% increase in click-through rates, 45% increase in conversion rate, while cutting print and advertising cost by 30% and overall marketing costs by 25%.

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Singapore Tourism Board, Los Angeles, CA

BUSINESS DEVELOPMENT / MARKETING MANAGER (2001 to 2006)

Headed business development and marketing to promote tourism to Singapore for board of Ministry of Trade and Industry of Singapore. Worked closely across internal and external teams, including IT, Sales, Marketing, and Customer Service. Conducted market research and analyzed market data. Developed marketing plans, tracked progress of marketing programs, compiled and analyzed sales impact data, created action plans, and conducted feasibility studies.

- ♦ Managed \$2.7+ million advertising and marketing budget.
- ♦ Directed development and launch of website.
- ♦ Held press conferences and produced press releases.
- ♦ Successfully achieved significant brand awareness increase in United States, resulting in record number of visitors from U.S. to Singapore, while reducing overall marketing costs 35%.
- ♦ Led launch of web-based education and training program for tourism industry professionals.
- ♦ Secured more than \$5 million in earned media by effectively negotiating media coverage.
- ♦ Successfully established and managed productive marketing alliances across multiple channels with traditional and non-traditional partners.

Additional Experience

DIRECTOR OF MARKETING & SALES, Trips2Asia.com, Hacienda Heights, CA

SENIOR ACCOUNT EXECUTIVE, Singapore Airlines, Los Angeles, CA

ASSISTANT MARKETING MANAGER, Eva Airways, El Segundo, CA

Education & Credentials

Bachelor of Arts, Economics and Psychology

University of California, San Diego, CA

Languages

English, Chinese (Mandarin)

Technical Proficiencies

Microsoft Office, PowerPoint, Social Media, SEO, SEM, PPC, UI/UX

Certifications

Google AdWords

Google Analytics

SAMUEL FILIP

Los Angeles, CA | (828) 303-4304 | samjfilip@gmail.com

Professional Summary

I am digital marketing and business development manager with over 10 years experience in music product sales, tech product marketing, recruiting, and customer service. For the past 2 years I have been a dedicated social media manager and copy writer. I have since expanded my role in to A&R, ecommerce, and business development. I've been recognized for consistently reaching social media account growth goals and expectations, using data analytics to increase customer response and interaction, and increasing brand awareness and prestige specifically in the US market. I am passionate about working in a multicultural, multilingual environment.

Skills

- Microsoft Office
- Facebook for Business, Facebook Messenger, Instagram, YouTube, Twitter, WeChat, and Weibo
- Adobe Creative Suite
- Competent double bass and electric bass player with 15 years experience as a performer and band manager.
- Fluent in conversational Mandarin Chinese with a deep understanding of Chinese history, culture, and politics after living in Shenzhen, China for 6 years.
- Experienced public speaker and trainer
- Full-cycle recruitment, ATS experience
- Buffer, Hootsuite, and other social apps

Work History

Social Media Manager/Copywriter/Ecommerce
Current

06/2018 to

Mooer Audio – Los Angeles, CA/Shenzhen, China

- Planned and instituted social media marketing plan for Mooer Audio with an emphasis on increasing Instagram, Twitter, and Facebook presence. Increased Instagram and Facebook following by 16,000+.
- Identified target market and key segments through in-depth analysis of markets and related trends to fill market niche and adjust brand language to adapt.
- Ensured successful outcome of web development strategy by aligning consistent brand messaging and visual designs across all digital outlets.
- Collaborated with Mooer artists to create content for social channels and ensure artist satisfaction with the brand. Artists include well-known international touring guitarists in a variety of genres.
- Analyzed usage patterns to understand ways in which customers used company products and services as well as product shortcomings. Advised management on international cultural issues and how our products can better suit different markets.
- Devised email strategies and blasts using MailChimp.
- Trained and created template for Chinese staff to use when responding to customers via in-app messaging on platforms such as Facebook and Instagram.

Music Manager
06/2018

05/2015 to

Haxnbauer Modern German Restaurant – Shenzhen, Guangdong

- Worked with international house band to choose music and arrange rehearsal time and schedule.
- Interacted with customers to fulfill song requests, announce events and restaurant promotions.
- Worked directly with Chinese staff and management to facilitate better communication and cultural awareness with regard to foreign customers.
- Prepared and performed on bass guitar in the house jazz band.

International Teacher
10/2018

03/2013 to

English First – Shenzhen, Guangdong

- Designed, developed, and tested ESL course material.
- Prepared and delivered corporate training presentations and seminars with an emphasis on international business and cross-cultural communication techniques.
- Tracked student progress and provided prompt feedback.

Recruitment Sourcing Specialist
03/2013

01/2011 to

PeopleScout – Chicago, IL

- Screened and interviewed candidates for PeopleScout clients including Waste Management, Wells Fargo, Delta Airlines, and Mariano's.
- Implemented recruitment marketing materials and successfully attracted applicants for various positions in the USA and Canada.
- Coordinated with local newspapers and job posting websites to execute the most effective marketing campaigns and pipeline sourcing.
- Coordinated with graphic designer and created copy for digital and print media advertisements to specifically target requisitions in remote or hard-to-fill areas.
- Interviewed and screened candidates as part of the full-cycle recruitment process.

Education

Bachelor of Arts: Classical Double Bass Performance, 3.5 GPA

Appalachian State University - Boone, NC

China TEFL

120-Hour Online TESOL Certification

Eric T. Li

Permanent Address: 5746 Acacia Ln., Lakewood, CA 90712

Cell: (310) 755 5350

Email: eric.t.li34@gmail.com

EDUCATION

University of California, Irvine; Irvine, CA

9 / 2006 to 6 / 2010

- Bachelor of Arts in Economics
- Overall GPA: 3.1

EXPERIENCE

E-Commerce Manager: Northgate Market, Anaheim, CA

8 / 2018 to Present

- Head Shipt grocery delivery service for 38 stores across Los Angeles, Orange County and San Diego
- Streamlined instore operations for our click and collect pickup service at our flagship location
- Project manager for all e-Commerce and marketing related initiatives
- Point of contact for all vendors and partners dealing with e-Commerce, e-Com/Marketing, and e-Com/IT
- Responsible for reporting ROIC for all e-Commerce initiatives
- Develop and initiate new e-Commerce projects and present them to company leaders and stakeholders

E-Commerce Marketing Manager: Puredown Inc., City of Industry, CA

1 / 2018 to 7 / 2018

- Redeveloped our website from the ground up with Shopify as our platform – www.Puredown.com
- Retooled all 3rd party e-commerce website listings: eBay, Amazon, Wayfair, Walmart
- Manage all daily social media paid and unpaid initiatives: Facebook, Instagram, and Twitter
- Manage all Google Adwords Express initiatives
- Respond within 24 hours to online customer service inquiries from all platforms
- Collaborate with our team in China to develop marketing and sales strategies
- Develop and execute all email marketing related promotional campaigns

E-Commerce Manager: 99 Ranch Market, Buena Park, CA

8 / 2015 to 12 / 2017

- Manage and guide our online shop and its operations in its entirety – www.99Ranch.com
- Head the Amazon Prime Now & 99 Ranch partnership for all of Los Angeles and Orange County
- Head the Google Express & 99 Ranch partnership for all the Western, Southwestern, & Northwestern states
- Head the Instacart & 99 Ranch partnership for all of Los Angeles and Orange County
- Oversaw the implementation of 10,000+ SKUs across all of our e-commerce platforms since its inception
- Utilize analytical data from all platforms to better understand growth and trending patterns to improve sales
- Oversee daily marketing/paid initiatives on all social media channels: Facebook, Instagram, and Twitter
- Oversee the creation and execution of all e-mail marketing related promotional campaigns
- Train and develop our online customer service personnel to enhance customer experience and improve KPI's

E-Commerce Manager: Attic2zoo, Paramount, CA

7 / 2012 to 8 / 2015

- Responsible for the processing of all daily online orders through Shopify
- Utilize Google Analytics to keep track of website conversions and apply learnings towards future strategies
- Study the market value of all products (Nike, Adidas, NB) to determine an ideal pricing guide
- Top contributor for the company; doubling sales from early 2013 with e-commerce best practices
- Create Excel files to help guide current e-commerce assistants with understanding retail/clothing industry

OTHER

- Proficient with all social media outlets
- Proficient with paid social media advertising and Google Adwords Express
- Proficient in both Macintosh and Windows based OS computers
- Proficient with Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Proficient in Chinese – Mandarin
- Proficient with Shopify and similar e-Commerce platforms

JOSEPH WANG

11807 Rustic Pl. Fontana, CA 92337 || C: (626) 202-5643 jwang037@hotmail.com
www.linkedin.com/in/joseph-wang-3239ab86

PROFILE

Bilingual (English and Chinese), organized, reliable and efficient Office Manager skilled at working with a diverse group of people. 4+ years of management experience with 7+ years in the ever changing E-Commerce industry. Eager to bring strong administrative skills to a company in need of top-level support.

EMPLOYMENT HISTORY

E-Commerce Manager

EZGO Group Inc. – Rancho Cucamonga, CA

Dec 2019 – Present

- Manage company Amazon account
- Coordinate team marketing and SEO strategies utilizing Facebook Business and Google Adwords.
- Continual improvement of customer service processes to improve the customer experience.

Office Manager

May 2015 – Oct 2019

American Excel Enterprises Inc. – San Dimas, CA

- Oversee day-to-day operations amongst both office and warehouse staff
- Planning and leading projects assigned by CEO/owner
- Amazon Vendor Central and Seller Central, including appeals/plans of action with Seller Performance, Seller Support cases, Planning FBA and PO shipments, Amazon CARP and creating new listings
- Interviewed, mentored and supervised office staff

E-Commerce Marketing Specialist

Nov 2013 – May 2015

American Excel Enterprises Inc. – San Dimas, CA

- Performed daily online storefront maintenance for company E-Commerce accounts on Amazon, Overstock and eBay
- Assisted with the drafting of appeals and policy warning notification replies to Amazon Seller Performance, providing input as a Subject Matter Expert
- Promoting company brands online through various methods
- Inventory management and shipments with Fulfillment by Amazon (FBA)
- Preparing bills of lading for inbound shipments to Amazon

eBay Specialist/Customer Service Agent

Oct 2012 – Nov 2013

DNACYH Corp. – City of Industry, CA

- Increased company revenue by earning Top Rated Seller for the company eBay store (*v*boots2shoes*v)
- Provided services such as order statuses, invoices, inventory check, shipping rates, tracking information, exchanges, return merchandise authorizations (RMA), credit card processing/authorization and PayPal payment processing

SKILLS

- | | |
|--------------------------------|-------------------------------------|
| • Executive Management Support | • Employee Training and Development |
| • Business Correspondence | • Report Analysis |
| • Vendor Coordination | • Microsoft Office |
| • Database Administration | • Scheduling |
| • Documentation | • Expense Reports |
| • Inventory Oversight | • Project Management |

EDUCATION

B.A. Sociology

June 2010

University of California, Riverside – Riverside CA



OFFICE ASSISTANT



Average salary
15/hour

Average experience
1 years

Tianai Ying (Amber)

Address: 501 N 3rd st. apt#G Alhambra CA 91801

Phone: 626-265-4388

E-mail: itsamberberry@163.com tying2@calstatela.edu

About Me

Passionate about food, have abundant knowledge background in the field of Food Science and Technology, eg: Food microbiology; Nutritional aspects of biochemistry; Principles of food engineering; Basic US food law and regulations; Food preservation technologies; Food packaging choices; Food safety programs and foodborne illness; Quality assurance of food products. Seeking the opportunity to work on food products and come up with realistic solutions for them.

Hands-on experience in food product analyses, research, development, and sensory evaluation. Familiar with HACCP program, USDA and FDA food safety regulations. Proficient in basic lab techniques, read and interpret experimental data. eg: Protein quantification (Bradford method and Standard curve), Soxhlet Lipid Extraction, Texture Analysis, Microbial inoculation, plating, and interpreting results.

Can skilled use of office software, document editing, graphics production, slide shows; Simple mechanical operation; Independently handle clerical tasks, to keep business operations smooth and efficient. Respectful, punctual and hardworking.

Bilingual: English, Mandarin Chinese.

Experience

Office Assistant (Internship) at Sanwa Engineering Ltd., Suzhou, China **Aug. 2019**

Jun. 2019 -

Helped mechanical operators to do packaging and inspection in the workshop for our beverage homogenizer.

Organized and maintained records of clients data. eg. Yakult and Asahi Farm.

Checked daily emails from the Japan head office; Answered and managed calls, recording accurate messages and convey to office staff.

Cal state LA Chinese Union **- Aug. 2018**

Aug. 2016

Cooperate with merchants or organizations in business development department.

A mutually beneficial model for obtaining business assistance in exchange for financial sponsorship through communication

LA Food Bank (Volunteer)

Jun. 2016

Included inspecting, sorting and repackaging donated food items. Assemble packages that could be distributed to people in need.

Café Shop Manager (part-time) in Shanghai, China **Aug. 2015**

Dec. 2014 -

Prepared and cooked beverages and meals for consumption.

Formulated and prepared food recipes including lunch meals, bakers/pastry recipes, and specialty desserts.



Education

B.S. : Food Science and Technology

California State University, Los Angeles.

Aug. 2015 - Dec. 2019

Los Angeles, CA

GPA 3.1

Yuki Chuchu Zhang

14160 Red Hill Ave. Apt 24. Tustin. 92780

Phone: 626-518-2880 Email: yukizhang0403@gmail.com

OBJECTIVE

Full-time job with extensive experience in accounting or human resource management within an organization that encourages personal goal and creativity for future business growth.

CAREER SUMMARY

Experiences working in COROS as a small start-up company with wearing multiple hats to play different role. Expertizing on purchasing and managing inventory. Successfully assisting company on hiring and finding a good fit in each position. Brand building and product development Tbaar have make successfully monthly sale growth by 15 – 25%. Enrollment specialist in 2-1-1 San Diego (San Diego County Info Line) aims to utilize all available information and options to fully and accurately help clients access public and community services. Customer service quality metrics are being met or exceeded. Continuously exceed and improves personal productivity, quality scores, and efficiency.

SKILLS SUMMARY

- ✓ Fluent in English, Mandarin & Cantonese Chinese; Entry level Korean; Conversational Spanish.
- ✓ Ability to demonstrate intermediate level expertise in Microsoft Office products.
- ✓ Experience with NetSuite, Shopify, SPS, Amazon, Quickbook, Salesforce, InContact, and Softphone.
- ✓ Excellent verbal, written, and interpersonal communication.
- ✓ Fast learner, excellent team player, multiple-task taker, details organizer, and adapting new environment quickly
- ✓ Marketing products through social medias such as Facebook, Instagram, and Twitter etc.

PROFESSIONAL EXPERIENCE

COROS Wearables Inc. (Aug. 2018 – Oct. 2019)

Tustin, CA

HR & Accounting Specialist, Office Manager

- Processing of accounts payable and receivable and ensure prompt collection payment
- Process credit card and check payments from clients and AR account reconciliation
- Maintain and monitor client' accounts invoices
- Preparing and reviewing monthly statements of aged accounts
- Prepare sale and inventory report and assign purchasing plan weekly
- Analyzing sale report and generate proposal for promotion plans
- Calculating profit margin and shortening unnecessary cost for generating maximum profit
- Applying trade show and local state business license and tax ID for the events
- Review new customer contracts, perform account set-up and create customer account in Netsuite
- Entering PO in NetSuite and arranging domestic & international shipments through 3PL warehouse
- Answering phone call and arranging schedule
- Managing business accounts, building business and develop relationship with retailers
- Processing internal sale and recording monthly sale report
- Preparing, updating, and recommending human resource policies and procedures
- Listing hiring post, prescreen and analyzing potential candidates for recruitment
- Preparing quarter sale tax report
- Processing 1099 tax form
- Responding consumers' logistic concern and providing product user guide through phone and email

TBaar Inc. (May 2017 – Dec. 2019)

Buena Park. CA

Assistant of Branding Building, Marketing, Product Development

- Outreaching for local community events for brand exposure
- Communicating with customers over social media such as Twitter and Instagram
- Working on research for potential ambassadors for brand building
- Applying limited budget to build marketing plans
- Discussing and developing product variations
- Preparing, restock, and purchasing inventory from headquarter
- Analyzing monthly sale report and planning upcoming promotions

2-1-1 San Diego (San Diego County Info Line) (Jul. 2017 – Jul.2018)

San Diego, CA

Enrollment Center: San Diego and San Francisco Enrollment Specialist [English and Cantonese]

- Listen and making appropriate judgment and determination to solve clients' needs
- Educate and empower county benefit programs (CalFresh, Medical, Medicare, etc) with offering guidance and referrals for application
- Community Outreach materials preparation and official documents translation
- Attending local event and promo current projects that company performs in the public

Centro Commercial 29 (May 2017 – Jun 2010)

Venezuela

CEO Assistant

- Traveling Asia to attend trade show for purchasing
- Preparing sale and inventory report and making purchasing weekly plan
- Arranging retailer purchase orders
- Building business and develop relationship with vendors
- Processing of accounts payable and receivable and ensure prompt collection payment

Icy Licious, Inc. (Apr. 2013 – Dec. 2016)

Chino Hills, CA

Store Manager

- Professional skill on problem solving influentially to make benefits to both customers and employer
- Build interpersonal skills to achieve business' goal
- Managing and restocking inventory
- Assigning weekly scheduling
- Prescreening potential candidates for opening position

EDUCATION

- ❖ Bachelor in Sociology: Culture and Communication *University of California, San Diego* 2017
- ❖ Associate's Degree in Social Behavior Science *Mt. San Antonio College* 2015



Andy Ly

818-614-7302 andyly011@gmail.com 7343 Beckford Ave, Reseda, Ca 91335

Experience

OFFICE ASSISTANT, YMCA – 2010-2011

I assisted in the office filing membership paperwork and organized customer information into the system. Also coached the youth basketball program

COMPUTER SALES REPRESENTATIVE, FRYS ELECTRONIC – 2011-2012

I specialized in selling computer/computer components. Also helped with fixing and trouble shooting computer if there were any issues.

RESNET TECHNICAL CONSULTANT, UNIVERSITY OF CALIFORNIA RIVERSIDE – 2014-2016

Responsible for maintaining the computer lab. Also helped students with computer issues with the network. Trouble shoot school network in the classroom.

COO/VIDEOGRAPHER , FRNT MEDIA – 2019-PRESENT

Created a social media marketing agency helping clients grow and expand their online presence. Help create content photos/ videos for their social media as well as managing them.

INTERNSHIP

ASSOCIATE ENGINEER INTERN, GLENAIR – 2016-2017

I assisted in and around the lab workstation with miscellaneous tasks. Also assembled electronic connectors/equipment and tested them to pass regulations.

Education

CALIFORNIA STATE UNIVERSITY NORTHRIDGE- 2018-PRESENT

Undergrad: Information Technology

Skills

Creative Producer - photographer, videographer, knowledgeable in: Lightroom, Photoshop, Premiere and After Effects, Final Cut Pro, and Microsoft Office.

Languages- Fluent in Chinese and English

SAM PEACOCK

440 S Berendo St, LA, CA, 90020 - 3214396164 -
speacock93@yahoo.com

OBJECTIVE

To gain experience in nonprofits and the public sector

EXPERIENCE

VIPKid

English Teacher - 08/19 - present

- Teach English to Chinese students ages 5-14 online in a one on one online setting
- Write class reviews, conduct student assessments and communicate with student's parents

English First

English Teacher/Demo Teacher - 08/18 - 07/19

- Taught English in China to classes of 5-15 Chinese students aged 3-18
- Performed demo classes to prospective students while their parents observed from the back of the class
- Office hours responsible for grading, lesson planning and conducting parent/teacher meetings

4 Rivers Smokehouse

Corporate Trainer/Location Ambassador - 10/11 - 07/18

- Trained/Managed new staff at new restaurant locations
- Partook in weekly conference calls with the CEO and owner discussing the direction/status of locations

EDUCATION

University of Central Florida - Bachelor's Degree - International Relations - 2016

AWARDS AND ACKNOWLEDGEMENTS

- Promoted to Demo Teacher position after three months with English First
- English First award recipient for weekly volunteer service with their deaf/hearing-impaired school

- 2013 4 Rivers Smokehouse Scholarship recipient given annually to three student-employees
- Nominee to the US Army War College 2015 International Strategic Crisis Negotiation Exercise

Siyuan Ma

jac.msy@gmail.com • Los Angeles, CA • 1(786) 448-7671 • www.linkedin.com/in/siyuanma90

EDUCATION

Florida International University

Chaplin School of Hospitality & Tourism Management

Master of Science in Hospitality Management/Administration

Miami, FL

May 2015

Beijing Hospitality Institute

Academic Certificated by École hôtelière de Lausanne, Switzerland

Bachelor of Science in Hospitality Management

Beijing, China

Jun. 2013

PROFESSIONAL EXPERIENCE

Chang Sheng Realty

Managing Realtor & Marketing

Los Angeles, CA

Oct. 2018 – Present

- Managed two marketing companies for leads generating;
- Worked with other commercial realty in marketing, research and sales;
- Made department strategic plans, department financial and budget, and final decisions;
- Closed 5+ deals and leads for both residential and commercial properties, and more.

Ausin Group USA

Sales & Marketing Coordinator

Beverly Hills, CA

May 2017 – Sep. 2018

- Prepared marketing material for real estate projects and trained 300+ sales agents in China;
- Researched and analyzed macro and micro real estate related markets around the U.S.;
- Helped designing, copy writing, filming and photographing marketing materials;
- Leading clients' tours for property seeing in Florida and California and helped deal closing, and more.

Chris Evert Charities Inc.

Marketing Assistant

Boca Raton, FL

Jul. 2014 – Nov. 2015

- Made group selling project include contacting 150+ country clubs and assisted living communities;
- Fully managed the online shop for 30+ products and made promotion plan;
- Made marketing research, posters and flyers design and video promotions;
- Helped manage 200+ sponsors relationships include contracts and benefits and more.

Hudson Consulting & Management, LLC

Marketing Intern in Hospitality Real Estate Division

Miami, FL

Jan. 2015 – May 2015

- Provided opinions and advice in marketing strategy focused on East Asia for 5+ commercial real estate projects;
- Made marketing improvement plans based on research and "Lean 9 Sigma" method for 3 companies;
- Made marketing research and feasibility studies;
- Trained employees as the cultural adviser, and more.

Young Hoteliers Summit Asia

PR/Marketing Director

Beijing, China

Jul. 2011 – Dec. 2012

- Contacted and managed media coverage, VIPs invitation and schedules, propaganda, and social media;
- Planned and hosted the press conference, welcome events, panels, and keynote speaker sessions;
- Designed and translated all the published documents both internal and external;
- Recruited and trained volunteers, and more.

Amanresorts International

Department Assistant Intern of PR/Media Office (Greater China Area)

Beijing, China

Sep. 2010 – Feb. 2011

- Contacted 600+ media from the Greater China area for all the resorts in the group around the world;
- Covered and supervised 50+ media activities in Aman at Summer Palace Resort, Beijing;
- Made monthly report included media data, coverage quality, influence forecasting, and PR plan;
- Translated and designed 50+ publicity files both internal & external include: menus, flyers, posters, advertisements and more.

CERTIFICATIONS

California Real Estate Salesperson, California DRE#02075495

October 2018 – Present

Certified Analyst in Hospitality, STR Certification in Hotel Analytics (CHIA) 2015

February 2015 – Present

ADDITIONAL INFORMATION

Computer Literacy:

- Microsoft Office Excel, Word, PowerPoint;
- Adobe Acrobat, InDesign, Photoshop
- Corel VideoStudio
- Salesforce CRM system, ConstantContact, Mojo
- OPERA & MICROS Hospitality Management Software

- Mandarin Chinese
(China National Mandarin Professional Speaker
Certification Test Score: 98%)
- Cantonese
- Hakka

Native Languages:

MARVIN MA

949-284-6777 yun.ma010@gmail.com www.marvinma.dev [LinkedIn](#) [Github](#)

SKILLS: React, Redux, Express, MongoDB, Node, Ruby, Rails, JavaScript, SQL, HTML, CSS, Agile Methodology, English (Native Proficiency), Mandarin Chinese (Native Proficiency)

PROJECTS:

Reiko's Fragment React, Express, MongoDB, Redis, NodeJS, Websocket, Javascript, Typescript

[live](#) | [steam](#)

Asymmetric VR horror game inspired by elements of Japanese mythology.

- Followed Agile principles to quickly release new features and fix bugs in sprints.
- Communicated with a team of Game Designers and Graphic Artists to integrate various custom assets in a timely manner.

LiftsInNOut Ruby on Rails, ReactJS

[live](#) | [github](#)

A web app inspired by Airbnb, LiftsInNOut is a Rails based project designed to locate local gyms.

- Integrates GoogleMapsAPI with PlacesAPI to implement a custom search function that auto completes locations and addresses.
- Integrates Amazon Cloud Storage to reduce overhead and optimize scaling.
- Managed scheduling and booking through custom transactional database operations using ActiveRecord and PostgreSQL.

Petsy MongoDB, ReactJS, Redux, Express, NodeJS

[live](#) | [github](#)

Small-scale web app designed to connect adoptable pets with potential pet owners

- Created a custom upload function utilizing multer and multerS3 to seamlessly upload images to Amazon S3.
- Utilized Mongoose ORM to map results of database queries onto JavaScript objects to be manipulated and returned to frontend, separating concerns and following MVC best practices.

Whiskr MongoDB, ReactJS, Express, Apollo/GraphQL, NodeJS (WIP)

[live](#) | [github](#)

Small-scale web app made by cat lovers to share cat pictures.

- Implemented directional link composition with Apollo Server to authorize the use of multiple terminating links such as HTTPLink and UploadLink together
- Created custom frontend and backend mutation to handle single image uploads to AWS S3 via Apollo Server

Saber Wars HTML5, CSS3, Vanilla Javascript

[live](#) | [github](#)

Browser-based game with themes from Nasu's Fate/ Franchise, gameplay inspired by Space Invaders

- Optimized game performance through the use of setInterval() function to allow for real time updates on frame rate.
- Created custom sprite assets in Piskel to minimize memory usage.

EXPERIENCE:

Frontend Developer

Pixel Canvas Studios

Dec 2019 - Current

- Released a new update to Reiko's Fragment which tripled previous month sales numbers in 3 days from update.
- Nominated for two awards at CES DreamlandXR 2020 for Best Use of Tethered HMD and Best Use of XR Technology

Medical Assistant

Pathways Healthcare

Apr 2018 - Jun 2019

- Increased productivity by decreasing time spent on uploading diagnostic images through the implementation of a multiple file upload system by ~60%.
- Automated certain repetitive tasks, such as checking insurance eligibility, through the use of a script written in Python. Optimized monthly tasks by 20%.

Interim Office Manager/Medical Billing

Roger N. Andrews and Alan H. Yamada, MD Inc.

Sept 2016 - Apr 2018

- Coordinated with PatientPop, Inc. to design and launch practice website.
- Digitized thousands of paper medical records by implementing an electronic medical record system.
- Trained current long-time employees and new hires to use new electronic medical record system.

Receptionist

Sept 2014 - Sept 2016

UCR Recreation

- Student Employee of the Year 2015

EDUCATION:

University of California, Riverside

BS Biology, 2012-2016

Heleena W. DiMare

918 S. Oxford Ave Los Angeles, CA 90006 • (978)353-9812 • hwdimare2013@gmail.com

Research Assistant

Responsible, motivated, and driven leader with proficiency in use of Microsoft Excel, PowerPoint, and Word (as well as Google equivalents); Dedicated scientist with a love and knowledge of biology and chemistry; Detail-oriented perfectionist with strong team skills; Extraordinary interpersonal and analytical skills
Training: proper use of standard Organic Chemistry and Biological lab equipment and procedures

Education

New York University, 2017

Cumulative GPA: 3.625; Science GPA: 3.96
B.F.A with Honors in Drama (Acting)
Minor in Molecular and Cell Biology
Completed pre-medical requirements

Hudson High School, 2013

High School Diploma

Work Experience

Stop & Shop, Hudson, MA

Computer Assisted Operating (CAO) system Clerk

- Jun 2018-Jul 2019
- Affirmed accurate and altered incorrect inventory counts in excess of 100 scans per delivery of overstock and low-stock items for proper ordering of necessary product
 - Investigated 10-55 flagged items for count accuracy in CAO on a daily basis
 - Enumerated 200-300 zero-on-shelf product locations, and noted whether due to faulty counts or warehouse shortage, twice a week to aid corporate understanding of store functioning
 - Reviewed completed work of reset team for each section by altering inaccurate capacities to assure accurate ordering, checking counts, and confirming item location accuracy to ensure store organization set to standard
 - Developed and implemented a sticker system to identify items that were slow-movers or had multiple store locations to eliminate unnecessary holes, increase ease for other employees, and reduce shrink

Receiver

- Oct 2017-Jul 2019
- Processed damaged, discontinued, recalled, and out-of-stock items through Known Loss Tracking system daily to track shrink values and certify food safety
 - Secured grocery backroom doors to limit theft by third-party vendors by managing locking procedures
 - Entered delivery and return counts of 1-1500 total items into Direct Store Delivery (DSD) system to maintain accurate invoicing between vendors and Stop & Shop by confirming that invoice values matched actual product for 3-15 vendors daily

VeeBops, Hudson, MA

Ice Cream Truck Driver

- Jun 2017-Oct 2017
- Inventoried truck supplies nightly to insure cash box accuracy by counting and annotating all products
 - Maintained highest customer service while quickly serving all customers to reduce wait time and increase customer return
 - Counted back change to confirm cash-on-hand accuracy, handling hundreds of dollars

NYU Residential Life and Housing Services - University Hall, New York, NY

Office Assistant

- Jan 2017-May 2017
- Organized and distributed mail to appropriate mailboxes to establish mailing accuracy
 - Responded to resident inquires or needs at the front office, including handing out complimentary toilet paper, maintaining program sign-up sheets as well as taking in programs' co-pays, etc.
 - Answered phone calls to cultivate office professionalism

Resident Assistant

- Nov 2016-May 2017
- Filed official reports for any incidents of resident misconduct that occurred while on-duty/on-call
 - Attended weekly meetings with hall staff to discuss progress and expectations, as well as to plan any upcoming events or needs

Heleena W. DiMare

918 S. Oxford Ave Los Angeles, CA 90006 • (978)353-9812 • hwdimare2013@gmail.com

- Mediated difficult conversations between residents for conflict resolution
- Developed engaging and informative floor and hall-wide programming to improve resident experience by planning, marketing, and executing events
- Communicated with emergency officials on emergency matters while on-duty/on-call as needed
- Facilitated evacuation plans during fire drills or alarms to secure resident safety by organizing and directing the flow of egress and reentry
- Filed receipts accordingly to aid Residence Hall Director in budget maintenance
- Facilitated compelling post-event conversation to develop educational value of fun programs by leading dialogue through questions on or related to the event
- Modeled resident and student behavior for freshmen through acting in accordance with residential policies

Dec 2014

Campus Job, New York, NY

Data Entry Intern

- Compiled data from users and organized company files, completing 150-200 entries per hour
- Assisted with daily office work to aid in smooth-running office procedures
- Compiled lists of possible majors and celebrities who had completed them by conducting online research and filling out Microsoft Excel Spreadsheet to aid start-up's functionality and appeal

Other Experience

Feb 2016-
May 2016

Coral All-Student Assembly Executive Board, New York, NY

Director of Business Administration

- Balanced \$4,200 hall council semester budget to protect financial integrity as it funded residence hall programming
- Built weekly slide shows with Google Slides to strengthen meeting organization and engage representatives
- Recorded meeting minutes using Google Docs for 2 weekly meetings to track hall council activity
- Planned and executed 5 hall programs to better the on-campus living experience of residents

Dec 2010-
Jan 2011

Northeast Jurisdictional Council on Youth Ministries of the United Methodist Church, Lancaster, PA

Teen Ambassador on the Mission of Peace trip to China

- Overcame language barriers between our group of American ambassadors and Chinese natives to facilitate communication between the two through the use of pictures and other necessary exchange techniques
- Fund-raised \$7,000 for trip and additional expenses as necessary
- Initiated contact with new persons we encountered, approaching cultural diversity with enthusiasm and zeal to create metaphorical bridges of understanding and respect between the two cultures

Volunteering

- American Red Cross Blood Drive Volunteer/Donor
- First United Methodist Church of Hudson Youth Group, Mission Trip to E. Machias, ME, Summer '08, '09

Activities

- Dungeons & Dragons player and dungeon master, Live-Action Roleplayer
- Singing, playing ukulele, gaming, exercising

Honors

NYU Tisch Dean's List

National AP Scholar with Distinction, 2013

- Biology (5)
- Calculus AB (5)
- Chemistry (5)
- Statistics (5)

Rochester Institute of Technology Computing Metal Award, 2012

Jessica Vanders

2162 Ventia, Tustin CA 92782

Phone: 949-426-5917 | **Email:** Jessica.Vanders@yahoo.com

Work Experience

Accounts Payable

Newport CH International – Orange, CA

June 2018 – October 2019

- Processed supplier invoices, credit, and debit memos.
- Processed payment to suppliers and trucking by receiving and verifying expense reports and requests for advances; preparing checks and ACH transfers.
- Maintained accounting ledgers by verifying and posting account transactions.
- Verified vendor accounts by reconciling monthly statements and related transactions.
- Communicated with multiple suppliers, trucking companies, and managed accounts.

Office Manager

Lassen Window Fashions – Anaheim, CA

September 2017 – June 31, 2018

- Processed all purchase orders, sales orders, invoicing, and Bill of Lading.
- Answered and addressed all inbound calls and email inquiries, as well as scanned documents.
- Coordinated and controlled office supply purchases, travel itinerary, and company events.
- Organized and scheduled postal pick-ups with USPS, UPS, and LTL Freights.
- Organized meetings, catering, and maintained a clean reception area.

Stylist/Creative Director

Hvbitué - Aliso Viejo, CA

2015 to 2018

- Composed creative concepts for photoshoots and Lookbooks.
- Contacted and remained with excellent communication with brands and models.
- Directed content videos, assembled and styled pieces for models, & organized locations.

Administrative Assistant

AmLanden Corporation - Tustin, CA

January 2014 to August 2017

- Greeted visitors and suppliers appropriately and directed them to the correct person.
- Answered and addressed all inbound calls and email inquiries.
- Acquired a variety of multi-tasking responsibilities: shipping and handling, incoming/outgoing calls and emails, and set up appointments, arranged pickups, planned meetings, and arranged travels.
- Photocopied, faxed, and scanned documentations.
- Provided excellent customer service and communication with customers to fulfill all needs and 100% satisfaction.

Administrative Assistant

iScope Corporation - Irvine, CA

January 2010 to February 2013

- Greeted visitors and suppliers appropriately and directed them to the correct person.
- Processed purchase orders, sales orders, and invoicing.
- Answered and addressed all inbound calls and email inquiries.
- Acquired a variety of multi-tasking responsibilities: customer service, appointment setting, arranged pickups, meetings, and travels, and managing office supply.
- Photocopied, faxed, and scanned documentations.
- Handled all international orders, inquiries, and provided technical support.
- Managed over 100 customer accounts (schools, businesses, and personal).

Education

B.A. in Communication Studies, Advertising

California State University Fullerton - Fullerton, CA

August 2017 to Present

Associates in Communications

Orange Coast College - Costa Mesa, CA

August 2014 to June 2017

Additional Skills

- Computer literate in Microsoft Office, Adobe Photoshop, Outlook, Cietrade, and Sage.
- Personal qualities: Hard-working, adaptive, energetic, innovative, and personable.
- Seven years of experience in Office Administrative and one year in Accounts Payable.
- Fluent in English and Chinese (Cantonese).

Phone: (515) 657-0191
Email: longdevin2@gmail.com

Devin K. Long
5833 Lexington Ave. #1
Los Angeles, California, 90038

PERSONAL STATEMENT: I am a resourceful, determined leader that possesses experience in project management, top-quality customer communication skills, proven effective problem-solving techniques, and the ability to manage multiple tasks. My recent type of work experience includes working in day-to-day Operations for multiple start-up companies in the Bay area in the Financial and Ridesharing sectors where I most recently lived before Los Angeles. Before working in the Bay area, I taught English abroad for a year in China independently to over 40 students and 5 individual tutors while adjusting to a new country and language in Mandarin. For my next position, I'm looking to combine my educational background and interest in political and legal fields for a mission or product that enhances people's lives or quality of life.

PROFESSIONAL SKILLS

- | | |
|--|--------------------|
| • Sales/Marketing | Operations |
| • Customer Relations/Service | Project Management |
| • Event Planning | Interviewing |
| • Public Speaking/Professional Presentations | Zendesk |

EDUCATION

The University of Iowa, Iowa City, Iowa
December 2014
Bachelor of Science: Political Science
Bachelor of Science: International Relations

Graduation

PROFESSIONAL EXPERIENCE

Zum, Redwood City, CA
October 2019

February 2019-

Operations Associate – On-Boarding Specialist

- Primary point of contact for drivers applying for Zum, a ridesharing service for children ages 5-17 for general information and assistance with their application
- Managed internal “funnels”, or lists of drivers in specific target regions where the application needed supply – reviewed documents and applications to determine if drivers were a good fit
- Conducted daily phone interviews and watched mandatory application videos and guided applicants in Bay and SoCal through 8-10 step application process
- Daily responsibilities led me to review 130-150 accounts on average, determine best course of action, and reach out to applicant to finish or assist

MasterClass, through Premier Talent Partners, Palo Alto, CA
May 2018-October 2018

Student Support Associate

- Point of contact for current and prospective students who had questions about the online educational platform and answered requests through phone and e-mail
- Worked remote at my apartment in Palo Alto and independently organized and managed daily tasks and responses to students I had correspondence with
- Utilized platforms such as Zendesk, Stripe, Slack, Amplitude, Iterable, Mailchimp, and the MasterClass Dashboard Admin setup to complete student requests

Robinhood Financial, through Premier Talent Partners, Palo Alto, CA
November 2017-April 2018

Operations

- Reviewed hundreds to thousands of user accounts daily involving checking financial securities and user information
- Assisted brokers directly by emailing accounts at risk of liquidation and helping users bring accounts to good standing
- Answered daily incoming emails and calls from our customer service number/email as well as performed daily office upkeep
- Provided upper-level customer support to Robinhood Gold, the fully leveraged margin account type

Dream Careers Inc, San Mateo, CA
2016-August 2017

December

Program Advisor/Resident Director

- Advised and sold 8 week internship programs worldwide for college students with scheduling phone appointments and email
- Created unique marketing campaigns and called/email thousands of students starting applications in office setting
- Answered daily incoming emails and calls from our customer service number/email as well as performed daily office upkeep
- Co-directed 75 college students in Los Angeles for 8 weeks with 24/7 on-site problem-solving for students' career needs
- Performed project and event management overseeing 5 weekend sponsored events and service and housing requests
- Co-oversaw and mentored a team of 7 staff members in customer service, career development, and event planning

Expertise Education, Ltd, Beijing, China
August 2015-August 2016

Kindergarten Teacher

- Created and demonstrated daily English lessons to 15-20 students as 1 of 2 English speaking teachers in the school
- Led physical education daily lessons and activity including leading stretches, dance class, basketball, and soccer
- Assisted with disciplinary and behavioral practices with the head Chinese teacher and led "play" sessions for good behavior

ESL Programs Office, University of Iowa, Iowa City, IA
December 2014

September 2013-

Office Assistant

- Managed immigration records filing for Big10 university international student population adhering to Federal regulations
- Operated database and created own filing system for student records producing reports for review by executive administration
- Collaborated with staff on completion of large database project recording and capturing past student records

A. Craig Baird Debate Forum, University of Iowa, Iowa City, IA
2010-December 2013

August

Assistant to Program Director

- Developed, scheduled, presided over 3 annual events including Iowa High School State Speech and Debate Tournament
- Implemented guidelines governing departmental communications and needs assessment
- Periodic review of programs to assess value and for strategic planning of program development

Kevin K. Lo
2021 Choctaw Dr.
West Covina, CA 91791
(626)-329-5375
klo_us2003@yahoo.com

Objective:

With more than 10 years working and administrative experience including accounting, payroll and compliance audit, I hope to get into an accounting, business or finance firm in the near future specializing in payroll or accounting with growth and advancement. I am very well rounded with various job experiences, bilingual, a fast learner, a good listener, very adaptive to multi-tasking work environments, have an excellent work ethic and prompt.

Education:

- University of California, Riverside - Bachelors of Arts Degree
Major - Business Economics/ Minor - Business Administration
Date of Graduation: June 15, 2007

Skills:

- Bilingual: Read and write English and Chinese (Cantonese) fluently and beginner Mandarin
- Computer Applications: Microsoft Word, Excel, Outlook, PowerPoint, formatting and translating documents, and Internet research
- Accounting Applications: Basics of Accounting, Accounts Payable/Receivable, Quickbooks, Intuit, Quicken, Lacerte as well as finance and banking.
- Payroll Applications: ADP WorkForceNow, Enterprise E-Time, Time & Attendance, Gusto, Stratus Timekeeping and Workday.
- HR Applications: GreenHouse, Zenefits, Oracle HR, Workday HR
- Experience in general office administration/ accounting including bookkeeping, bank reconciliation, data/journal/invoice entry, payroll, sales tax, and tax preparation.

Work Experience:

➤ **April 2019-Oct 2019: Rusnak Auto Group - Pasadena, CA: Jr. Financial Analyst**

- Update and compile company's daily operating control (DOC), weekly and monthly reports
- Process semi-monthly payroll for all general managers and enter payroll entry
- Experience in auto group accounting system: CDK
- Compile monthly payroll reports for worker's compensation payment
- Payroll audits, compile reports for Form 5500/ 401k audit
- Form 8300/ Worker's comp audits
- Compile reports and submit annual Unclaimed Property filing
- Compile month end Trend reports and distribute financial statements to General Managers
- Submit all financial statements to banks
- Business licenses renewals and projects for CFO

➤ **March 2019-April 2019: Nutrition Corp. - Anaheim, CA: Payroll Administrator**

Volume: 150 employees – Family owned corporation

- Implementing ADP WorkForce Now from Quickbooks Payroll
- Timekeeping system with Quickbook's T-sheets for 150+ employees
- Keep track of sick time and time off requests
- On-boarding new hires and off-boarding terminations
- Projects for Accounting Manager

➤ **Sep 2018-Jan 2019: Aids Healthcare Foundation - Hollywood, CA: Payroll Specialist**

Volume: 2,000 employees – Non-Profit Organization

- Processed bi-weekly multi-state payroll
- Set up state tax / unemployment tax accounts & any local jurisdictions, garnishments, child support, withholding tax orders
- Input 401k/ new hires, benefits deductions, set up in E-time, sick time and vacation for all employees

DLS Events LLC – Los Angeles, CA: Payroll Specialist

- Set up all new hires in ADP WorkForce Now
- Implemented fingerprint for ADP Time and Attendance
- Set up all new hires at new location/ onboarding orientation

➤ **August 2017-August 2018: Green Dot Corp. – Pasadena, CA: Payroll Specialist**

Volume: 1,000 employees – IPO FinTech Company

- Processed bi-weekly multi-state payroll
- Set up - Input 401k/ benefits deductions, garnishments, child support, withholding tax orders
- Keep track of new hires, vacation, sick time and other accruals for all employees

➤ **January-August 2017: GrowthPoint Structures – Carson, CA: Payroll Administrator**

Volume: 50 grew to 200 employees – Start-up Green Construction Company

- Process weekly & bi-weekly payroll
- Implement new manufacturing time-keeping system to live production: Kebrit
- Implement new payroll system to live production (ADP WFN)
- ADP (Security Master): Keep track of time off balances/ new hires/ terminations/ rollout new system
- Zenefits (System Administrator): Keep track of Onboarding, new hires, terminations and sync to ADP
- Expensify (Administrator): Keep track and approve bi-weekly expense reports & payout referral bonuses
- Worker's compensation/ injury claims/ Garnishments/WGPS reporting in ADP

➤ **May 2014-November 2016: Education Management Systems/Opportunities For Learning – Pasadena, CA: Payroll Coordinator**

Volume: 1,500 employees – Public Charter School Company

- Input and audit time sheets & payroll into ADP; retro pay, manual checks, benefits and 401k contributions
- Compile payroll data from timesheets and Personnel Action Notices to input worksheets and posts to payroll
- Audit year end FSA elections, adjust any changes and prepare for annual renewal
- Implementing and inputting new employees into Enterprise time & attendance and auditing payroll profiles
- Input new hire information and changes in existing employee information, status, and location, rate of pay, taxes, insurance deductions or garnishments as needed to update master payroll records
- Issue year end and quarterly incentives and bonuses to all employees and making sure they correlate with their allocations and 401k bonus elections
- Running PTO reports after every pay period for Regional Supervisors to keep them informed how much balance all their employees have remaining or capped
- Audit and submit Verification of Employment records to EDD/IRS in concordance with HR
- Implementing and testing new payroll system to go live: Workday



SALES REPRESENTATIVE



Average salary
15/hour + commission

Average experience
2 years

AIZHAN OMARBKOVA

(213) 948 - 3267 | aizhan.web@gmail.com

[linkedin.com/in/aizhan-omarbekova/](https://www.linkedin.com/in/aizhan-omarbekova/) | github.com/Aizhan87

Spoken Languages: English, Russian, Chinese (Mandarin).

SUMMARY

Full Stack Web Developer with a background in aviation and life-long dedication to learning. Effective at combining creativity and problem solving to develop user-friendly applications. Known among staff for strong communication skills and attention to detail no matter the complexity of the project.

TECHNICAL SKILLS

HTML | CSS/Sass | JavaScript | jQuery | React.js | Node.js | Python | Express.js | Bootstrap | Materialize.css | Handlebars | Firebase | MongoDB | MySQL | MERN | Heroku | Netlify | Responsive design | User Auth | MVC

PROJECTS

Summary of "Healing Arts Center": This project is a business organization for the Center for the healing arts of Tim Green & Mayadah Moussa.

Core Responsibilities: Created and designed the entire website as well as connected the routes of the page.

Languages/Libraries: HTML, CSS, JavaScript, SQL, Node.js, MaterializeCSS, AOS animation.

Summary of "Disney for all": This project is a group project created for a non-profit organization that provides low-income families with tickets to Disneyland through donations.

Core Responsibilities: Connected routes and worked on the back-end to get, post, and edit the information in the database. Set a PayPal API to the "Donate" page.

Languages/Libraries: MERN stack application.

Summary of "101 Basketball Academy": This project is a group project for the business organization that promotes basketball learning skills to kids and kids with special needs.

Core Responsibilities: Created index.html which includes about-me and services section along with a volunteer form in the "Join Us" section.

Languages/Libraries: HTML, CSS, JavaScript, API, AnimateCSS, OwlCarousel

EXPERIENCE

MICHAEL KORS INC (Los Angeles, CA)

Sales associate (part-time) November 2017 – June 2019

Engaged with customers and provided outstanding customer service. Communicated with management to establish the goals to improve customer experience and to reach company goals for a successful business.

Achievements:

- Highest ADS (average dollar spent per hour was \$251) for the first quarter of the year.
- Highest SPH (sales per hour was \$196) for the entire year.

FAMILY TRAVEL GROUP INC (Los Angeles, CA)

Office manager (full time) January 2018 – February 2019

Demonstrated strong leadership qualities. Communicated with higher management to establish goals for a successful business. Provided an outstanding customer experience.

Achievements:

- Promotion within a month from part-time temporary worker to full-time permanent worker.

PHOENIX COLLEGE (Phoenix, AZ)

Student Services Technician May 2015 - Aug 2015

Demonstrated excellent communication and presentation skills to recruit new students. I showed the ability to quickly acquire new knowledge and implement it at work.

Achievements:

- Conducted student orientation presentations along with campus tours on a daily basis which increased the number of students that applied to Phoenix College.

EMIRATES AIRLINES (Dubai, United Arab Emirates)

Flight Attendant June 2012 – Dec 2014

Gracefully handled particularly tricky mid-air situations by treating aggressive passengers. Ensured passengers' comfort and safety throughout the entire flight. Demonstrated excellent knowledge on safety and security procedures. Effectively communicated in four different languages to offer food and beverages which ensured customer satisfaction.

Achievements:

- Received the 'Service Excellence Award' owing to the delivery of exceptional service without a single complaint.
- Received an appraisal letter from a manager for excellent attendance.

AIR ASTANA (Almaty, Kazakhstan)

Flight Attendant Mar 2011 – May 2012

Demonstrated ability to deal with customers from different cultures. Provided personal services to ensure the safety and comfort of passengers during the entire flight.

Achievements:

- Received several appraisals from satisfied customers.

EDUCATION

Full Stack Coding Bootcamp Certificate: UCLA, Los Angeles, CA, 2019

A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node Js, MySQL, MongoDB, Express, Handelbars.js & ReactJS.

Fashion Design Certification: Los Angeles Trade-Tech College, Los Angeles, CA, 2017

- Dean's Honor Program, GPA 3.9.

Chinese Language Certification: Beijing Institute of Economics and Management, Beijing, China, 2005.

- Recipient of Scholarship for outstanding educational results.

Bachelor's Degree: Chinese Literature, Economics, and Trade, Beijing Language and Culture University, Beijing, China, 2010.

- Dean's Honor Program. Recipient of a scholarship for academic achievements.
- HSK Certification (Chinese Proficiency Test) score 9/11

ALBERT WANG

16148 Bycroft St., Hacienda Heights, Ca.91745

Cell: (626) 375-3230

Email: albertwang@email.com

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Objective

Seeking for a position of Office Assistant – Bilingual Chinese

Skills and Proficiencies

1. Years management support
2. High standard Customer Service
3. Good MS Word, Excel, Power Point, Outlook express operation
4. Graphic software operation
5. Ability to gather and analyze statistical data
6. Interdepartmental Coordination
7. Quick Learner
8. Excellent communication skill
9. Records & Files Management
10. 40 wpm typing speed

Employment History

Terby Inc. , City of Industry, CA

Marketing Specialist, 2017- Present

- Supports the Management on procuring, managing and executing business
- Generate On-line order to shipping department
- Support the executive manager to set-up products
- Maintaining company's dot com platform

Cellpak Inc., City of Walnut, CA

Sales Representative, 2009- 2017

- Planning, Booking and Scheduling trade show.
- Handled all internal and external sales department communication. Drafted monthly business reports to management. Answered phone, fax, and email inquire.
- Work with Warehouse manager for monthly inventory check.

Comeco Inc., South El Monte, CA

Fashion Handbag Sales Representative, 2005- 2009

- Provided all aspects of administrative support including word processing, filing, and telephone support for fashion handbag business.
- In charge closeout market and promote overstock inventory.
- Take care of orders and service also maintained and organized the show room.
- Organize catalog pictures and sent all materials to printing company

Education

China College of business administration, Taipei, Taiwan
Major in Business Administration and Accounting

Other Languages

Excellent Chinese speaking, writing, plus some Cantonese and Shanghainese

Allan Sheu

Walnut CA, USA • (626)315-5688 • allan.sheu@gmail.com • linkedin.com/in/allansheu/

Executive Summary

A passionate multilingual sales leader with a demonstrated history of over 10 years of sales and business development experience and a proven track record of establishing and cultivating global relationships to secure business expansion. Excellent customer-centric communicator, looking to help organizations with revenue growth.

Work Experience

Business Development & Partnerships

03/2018 – 05/2019

Uulala Inc.

Ontario, CA

- Managed B2B sales distribution throughout the US, Mexico and Asia regions for global corporate and gig economy organizations in blockchain technology, payroll, retail and manufacturing industries to pay their 1099 freelance workforce via digital Blockchain mobile payments solution.
- Engaged client development using Hubspot CRM increasing customer retention by 100%.
- Led trade shows and networking events consistently prospecting new leads and exceeding sales goals by 25% monthly.
- Partnered with regional health organization through developed C-level relationships. Introduced Blockchain as a solution to reduce public transportation fraud by 75% by logging daily ridership. Led Project Management team while ensuring critical deadlines were met.

Key Accounts Sales Manager

02/2017 – 02/2018

SF Express

Hawthorne, CA

- Managed internal teams to collaborate and deliver solutions to solve clients issues increasing sales by 180%.
- Created and maintained a robust sales pipeline. utilizing Internal Sales CRM to Identified up to 20 new leads quarterly for a 20% closing ratio.
- Organized North America presence at National conferences such as the Internet Retailer Conference + Exhibition increasing sales opportunities 120%.

Co-Managing Director

08/2010 – 01/2017

Denison Casing Corporation

Mexico City, Mexico

- Ensured successful setup of Mexico subsidiary from ground up; Directly hired staff which grew to over 100 employees.
- Conducted persistent problem solving and strong negotiation daily to assure timely setup.
- Negotiated strategic partnerships and grew sales team increasing market share and drove revenue to \$3M in 2013.
- Executed audit and in depth analysis on cost structures which resulted in an overall increase in profit margin of 30% while profit sharing with clients lowering price by 20%.

Sales Manager

01/2010 – 08/2010

Denison Casing Corporation

El Monte, CA

- Established, developed and maintained positive business and customer relationships increasing B2B sales by 150% within first year.
- Performed cost-benefit and needs analysis of existing and potential customers to meet their needs.
- Through research of Mexico market, discovered an opportunity to increase company revenue through expansion to Mexico.

Management Trainee

06/2008 – 01/2010

Enterprise Rent-A-Car

City of Industry, CA

- Achieved regional MVP every month from February to July, and invited to awards dinner for Top 5% in California.
- Achieved record breaking 82% in Damage Waiver Insurance Sales while having a high customer service quality percentage of 90% in the month of July 2009.
- Developed strong analytical, inside sales, and account management leading to running satellite branch at Toyota dealership; increasing overall revenue per car by 25%.

Skills

Languages

English, Mandarin Chinese,
Spanish

Computer Skills

Word, Excel, Powerpoint,
Hubspot, Salesforce,
Linkedin Sales Navigator

Volunteering

Leadership Trainer

Lifeworks Transformational Training

01/2017 – present

Pomona, CA

Business Development Advisor

Asian Industry B2B

05/2019 – present

Claremont, CA

Education

Business Economics

University of California

2008

Riverside, CA

CHENWEI NI
Multilingual Salesperson
20810 Amie Ave, Apt #17, Torrance, CA 90503
nichenwei@hotmail.com
(424)328-9765

Summary and Qualifications

Master's degree in Economics from Waseda University.
Spoken Languages: Native Chinese (Mandarin), English, Japanese.
4 years of experience includes lending stocks to institutional counter-parties, contact prospective clients to present fund, commodities, securities and forex service to customers.
Legally allowed to work in the United States (Permanent resident).

Work Experience

Foreign Exchange Sales Trader

Dukascopy Japan K.K. - Tokyo Dec.2018 to Jul.2019

Position Contents

1. Cultivated non-active customers and Assisted European superiors in client negotiations and interpretation.
2. Aided customers in solving their troubles when using the company's online trade system.
3. Provided service to customers who had any question regarding the forex market and account issues.

Accomplishments

1. Supported European superiors to overcome the cultural difference of dealing with a non-active major customer (100M JPY deposited) and successfully assisted him in starting to deal with our company.
2. Realized that an important customer stopped trading with us timely, reported the issue to headquarters in Switzerland after listen carefully to the request from customer. Eventually activate the client again with made-to-order contracts.
3. Become the top sales man out of 4 people last for 5 months consistently.

Translator and Communication Specialist

TOYOTA Enterprise Co., Ltd - Tokyo Jul.2017 to Sep.2018

Position Contents

1. Introduce cars to people who come to the TOYOTA car museum.
2. Assist staff in communication with people who speak English or Chinese by translating for them.
3. Deal with customer complaints.

Accomplishments

1. My suggestion to initiate car presentations and tours in English and Chinese. My company was approved and therefore it proved to be successful.
2. Achieved a record of 1900 customers served in a month, which was two times higher than the last record.
3. Persuaded customers to join tours and raised the numbers of customers who join the tours from 3-4 people on average to 10-11 people consistently since I joined the company.

Stock Trader

Kabu.com Securities Co., Ltd - Tokyo Jul.2016 to Jun.2017

Position Contents

1. Decided the price of certain stocks and lent them to other security companies.
2. Aided customers in solving their troubles when using the company's online trade system.
3. Provided service to customers who had any question regarding the stock market and financial goods.

Accomplishments

1. Completed many high volume trade deals including a 160 million JPY trade deal due to sharp and quick decisions as a fresh trader.
2. Assisted customers in taking advantage of the market, praised for being a hard worker, receiving presents from clients as gratitude.
3. Adapted quickly to a new environment in spite of having no prior work experience and connected well with company team, so much so that the company threw a big farewell party, which is unusual at the company.

Commodity Sales Trader

Evolution Japan Co., Ltd – Tokyo Apr.2015 to Mar.2016

Position Contents

1. Sought out new clients who were interested in futures or funds by making cold calls.
2. Completed walk-in sales and established good relationships with clients in order for them to continue buying the company's products.
3. Assisted superiors in client negotiations.

Accomplishments

1. Implemented cold calls at least 300 times a day, greater than the 200 call average of colleagues.
2. Developed 4 potential customers in a single day (a new record at the company), receiving the nickname "sales machine" and learning invaluable negotiating skills.
3. Worked Monday to Saturday, 72 hours per week without being late or absent, achieving perfect attendance.

NPO Volunteer

Japan-Vietnam Communication Project-Tokyo 2011 to 2013

Implemented volunteer work in Vietnam for an NPO whose task was to help primary school students by educating them and improving school infrastructure. Interviewed students and their family members in order to evaluate the effects of the NPO's efforts.

This taught me valuable communication skills, as I had to work with people from a very different cultural and language background.

Student and Sponsor Recruiter, Teaching Assistant (Internship)

The Japan Institute of Logic-Tokyo 2011 to 2013

Recruited students to join the English critical thinking skills curriculum and organized discussion events with students from English speaking countries. Persuaded companies to sponsor the event and helped them with recruitment after the event. I was the only Chinese in the group and recruited a lot of Chinese students to be the trainees. Meanwhile, I persuaded 3 companies to sponsor the event. This taught me not only critical thinking and negotiation skills but also gave me a chance to get involved in learning entrepreneurship. During the 2012 Tokyo International Monetary Fund Meeting, Met Chairman of Official Monetary and Financial Institutions Forum, David Wayne Marsh, as one of the starting members of The Japan Institute of Logic.

Education

Masters in Economy
Waseda University – Tokyo, Japan
September 2011 to March 2015

Bachelors in Digital arts
Shanghai University – Shanghai, China
September 2005 to June 2009

Bachelors in International Business
Shanghai University – Shanghai, China
September 2006 to June 2009

Skills and Personality

Native level in Mandarin, Business level in English and Japanese, Business level in Microsoft Office Word, Excel, PowerPoint, Bloomberg Finance LP, IBM SPSS Statistics.
Excellent communication and interpersonal skills, Team Worker, Ambitious, Cultural Intelligence.

Certifications/Licenses
Japanese Language Proficiency Test Lv1
December 2008 to Present
Certified Securities Broker Representative
September 2014 to Present
Registered Sales Representative of The Commodity Futures Association Of Japan
May 2015 to Present
Registered Sales Representative of The Financial Futures Association Of Japan
Aug 2016 to Present

PORANEE SAROUYJIRAWAT

poraneesarouy@gmail.com LinkedIn: www.linkedin.com/in/poranee-sarouyjirawat
(818)-482-3616 Pomona, CA

WORK EXPERIENCE

Navawattana Enterprise Co., Ltd **Bangkok, Thailand**

Assistant Sales & Marketings Manager October 2016 - February 2017

- Developed Long- term customer relationship e.g. Shisedo(Thailand) Co., Ltd, King Power International Co., Ltd and maintained 80% repeat customer rate
- Created product positioning, competitive analysis, and messaging platform to guide creative marketing and PR campaigns
- Head-project of "Shisedo Summer Splash" campaign by Shisedo (Thailand) Co.,Ltd
- Implemented innovative sales strategies and coached 5-6 team members of sales association to increase overall revenue by 25%

Freelance Sales Account Executive January 2013 - May 2016

- Attended meetings, presented materials to managers
- Participated social functions to maintain a high level of visibility for the company
- Worked closely with segment offer marketing team and the business development manager to seek promotional product and apparel to the customers

Wing Advisory Co., Ltd **Bangkok, Thailand**

Business Analyst Intern July 2016 - September 2016

- Analyzed business and growth strategies, business development and innovations.
- Improved and performed diligence for investment opportunities, helped grow portfolio companies, and studied new industries

Bangkok Bank Public Co., Ltd **Bangkok, Thailand**

Student Internship Program (SIP) July 2015 - August 2015

- Created and presented personal business plans to the CEO and persuaded them to invest the money into the business
- Selected as recipient for donors to sponsor business plan with partner

EDUCATION

University of La Verne **La Verne, CA**

Master of Business Administration (M.B.A) December 2019

- Concentration: Finance
- GPA: 3.56/ 4.00

Chulalongkorn University **Bangkok, Thailand**

Bachelor of Arts in Economics (EBA, International Program) June 2016

EXTRACURRICULAR ACTIVITIES

CP All International Leadership Development Program **Bangkok, Thailand**

• Representative from CP All Leadership Development Program 2015 2016

CP All Leadership Development Program **Bangkok, Thailand**

• Best leadership selected by Panyapiwat Institute of Management 2015

EBA International field trip **Belgium and France**

• Representative of Faculty of Economics, Chulalongkorn University to visit European Commission 2014

SKILLS

Language: Thai (Proficient), English (Proficient), Chinese (Intermediate)

Computer: Proficient in Microsoft Word and Microsoft Powerpoint, Basic skills in Microsoft Excel and Stata

Ip Shun Lee (Tom)

Los Angeles CA • (213) 274-1910

tomlee91745@yahoo.com

SUMMARY

Skilled salesman with 7+ years of hands-on experience on contacting and utilizing B2B social media platforms to research and contact potential wholesale clients.

EDUCATION

Glen A Wilson High School
Dec '08 - May '12

High School Diploma

University of California, Riverside (2+ years)

September '12 - May '14

Business Administration, Economics

EXPERIENCE

Autolizer , Sales Representative

September 2012 - January 2018

- Showcasing and selling automotive related products to wholesale clients, attended SEMA automotive show from 2016-2018 and helped expanding wholesale clients network across states
- Researching new car products and trends through automotive releases to stay up to date and make the best recommendations to potential customers
- Demonstrating car's lighting functions to customers, describing options, explaining related purchasing costs and accompanying customers by inviting them to company events

KMC Fulfillment, Customer Service Representative

March 2012 - August 2012

- Picking up calls from potential customers and followed up on inquiries about product's specifications, price and availability
- Identified purchasing needs of customers through interview questions, presenting options based on finances and availability, building individual sales channel for the company
- Maintaining 98.5-99% positive feedback by the end of the month (ebay accounts) and following up with unresolved complaints

SKILLS

- Bilingual (fluently speak both English and Chinese <Mandarin & Cantonese>)
- Strong communication and socializing skills from years of sales experience
- Experienced with and have a basic understanding with multiple selling platforms (amazon, ebay, walmart seller central, etsy, etc)
- Ability to work under pressure and be actively responsive in a professional matter

MAGGIE SUN

715 S Normandie Ave, Los Angeles, CA 90005
Maggiesun412@gmail.com | 646.420.6069

EDUCATION:

State University at Buffalo – School of Management- GPA: 3.453 (*Cum Laude*)
Bachelor of Business Administration: Marketing

May 2016

WORK EXPERIENCE:

MPOWERD Inc. - Sales Operations Associate Manager

September 2018-

Present

45 Main St., Suite 522, Brooklyn, NY 11201

- Managed a team of 20+ external sales reps and provided necessary information to generate new leads and process orders.
- Assisted the internal sales team in reaching their goals by providing weekly sales reports, maintaining & updating account lists, and accurately executing customer account set-up in Netsuite.
- Authorized and processed over \$50k weekly transactions for EDI partners including Amazon, Target, Walmart, REI, West Marine, Bass Pro, Big 5, etc.
- Authorized and processed over \$5k daily transactions for 5000+ independent partners.
- Maintained EDI documentation to ensure all transactions are successful (i.e. 850, 855, 856, 860, 940, 810)
- Managed the Amazon channel to maintain good operational performance.
- Ensured all orders were processed in the system via communication with the sales team, the client, and the warehouse rep.
- Reviewed routing guides as necessary to ensure all shipments contain the correct carton labels, SKU labels, BOLs, etc. and provided detailed instructions to the warehouse, so they can correctly pack and ship each order.
- Managed each shipment to ensure warehouse lead times are met and orders are delivered within their ship windows.
- Communicated and worked with the Supply Chain Manager to ensure inventory levels are sufficient to process all orders.
- Maintained the office inventory to ensure all team members are able to send samples to important clients and generate new orders.

MPOWERD Inc. - Sales Operations Coordinator

April 2017-September

2018

45 Main St., Suite 522, Brooklyn, NY 11201

- Assisted the Sales Team in sending samples, lead generation, order entry as applicable, and account set-up.
- Established a good relationship with all external reps through communication and assisting them with client orders and ensuring they have what they need to be successful.
- Provided excellent customer service to all inquiries that come in via Netsuite, phone, etc. in regard to order placement, shipment tracking, etc.
- Processed transactions for 3000+ B2B partners in Netsuite.

Goodyear Hall Package Center - Packaging Specialist

August 2015-May 2016

3435 Main St., Buffalo, NY

- Sorted over 100 customer mail/letters and delivered them into their mailboxes daily.
- Authorized the receiving of packages from 5 large parcel delivery companies (UPS, USPS, FedEx, DHL, and EMS).
- Authorized scanning, labeling, and storing of over 100 various packages.
- Managed a database of over 500 customers to ensure information in the system is correct.
- Efficiently serviced customers who come to claim their package(s).
- Synergized with fellow co-workers to provide efficient service for each customer.

Maison Kayser - Customer Service Specialist

June 2015-August

2015

921 Broadway, New York, NY

- Communicated with over 200 customers daily who needed assistance with their purchases.
- Authorized a daily amount of over \$2000 worth of transactions of in-store products to ensure quality service to customers.
- Implemented my knowledge to train new employees to learn the skills to be able to excel in the workplace.
- Managed incoming food production and delivery of over 200 products in store.
- Organized the display cases to advertise top quality goods in order to increase revenue for the company.
- Collaborated with fellow team members and provided excellent customer service to achieve the highest amount of tip.

LANGUAGE:

English, Chinese – Cantonese (Fluent)

SKILLS:

Microsoft Office Suite

Jamie Thang

1147 Arcadia Ave, Ca 91007
Cell No.: 626-348-6653
Email: Jamie.thang@gmail.com

Career Objective	Seeking a sales position with an organization that will utilize my skills and experience to benefit the company while providing opportunity for potential career growth.
Education	BA Degree in Business Administration, August 1997 California State Fullerton University School of Business Administration
Qualification	Excellent interpersonal and communication skills. Fluent in 3 languages: English, Chinese & Vietnamese Ability to achieve immediate and long- term goals and meet operation deadline Strong on follow-up, cooperative, patient, supportive, and loyal team player
Certification	Xerox Sales Training Program, Los Angeles, CA
Additional Skills	Proficient in Microsoft Office Suite “Word, Excel, Power Point, etc”

Professional Experience

Sept/2017-Present	Inside/Outside Sales Consultant 26 California Wholesale/Vernon, CA <ul style="list-style-type: none">• Generated sales via incoming phone calls, emails and walk in customers in the showroom• Compile lists of prospective customers for use as sales leads, based on info from foot canvassing, business directories, industry ads, and social media• Travel throughout businesses to call on regular and prospective customers to solicit orders, and communicates with customers by phone or email• Make outbound follow-up calls to potential and existing customers by phone call and email to qualify leads and sell products and services• Utilize CRM (Customer Relationship Management) system to track leads, managing customer interaction ultimately driving sales growth• Navigate through the order entry systems, process and procedures• Build and sustain relationships with internal and external customers and ensures customer satisfaction and loyalty• Maximize customer relationships through timely routine contact with both new and existing customers• Effectively negotiates and collaborates with customers to influence support for mutually beneficial outcomes• Conduct effective sales presentations on company’s product line in response to the unique needs of each customer. Create quotes and send bids to customers• Lead Ecommerce sales towards specific goals in a rapid changing environment• Collaborate with internal customers’ team on launch timing and volumes for new products
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Apr/2016-Jan/2017

Sales Consultant
Garvey Wholesale Beverage, Rosemead, CA

- Generated sales via incoming phone calls, faxes, and walk in customers
- Maintained strong relationships with customers provide wine and spirits industry knowledge to help drive new business and stay on top of industry trends
- Developed strategies to grow customer base which resulted in an increase in monthly sales
- Followed-up diligently with all leads to drive new business
- Responded to all customer inquiries in a timely manner
- Presented on-site products and services to existing and potential customers
- Resolved customer issues and escalations while maintaining a positive and professional attitude to ensure customer retention and increase the rate of win-back customers

Nov/2016 –Dec/2017

Health Insurance Independent Agent
Aflac(American Family Life Assurance Company)/Fullerton, CA

- Generate new sales and lead by reaching out to business owners and cold calling to introduce prospects to the company's supplemental health insurance offerings.
- Interview clients to determine their insurance needs and provide them with insurance coverage options.
- Create individualized insurance plans for each client depending on his or her ability to pay premiums.
- Create and maintain files and records of insurance policies in a confidential manner
- Follow up with existing clients to inquire into their requirements for additional benefits or riders.
- Primary contact in handling claims, billing and general assistance.

Jan/2015 –Jan/2016

Professional Fundraiser
Appco Marketing & Sales Group/Pasadena, CA

- Raising funds for various charitable and nonprofit institutes as: Help Me See, Nature Conservancy, Safe Water Networks, ChildFund International...
- Providing excellent levels of the service to enhance brand loyalty, increase sales and revenue for the clients.
- Acting as an on-site leader during the campaign fundraising event; setting up display and visual appearance at the event; spreading the scope events searching for prospectus donators.
- Training and mentor team members to develop the skills they need to lead a team.

Feb/2014-Dec/2015

Retail Sales Associate
Extreme Advantage-DirecTV/Riverside, CA

- Played key role in-store marketing campaign to captivate consumers, reaching them at Sam's Club store.
- Set up store display and visual appearance.
- Promoted DirecTV products by building exceptional customer experiences through engagement, attitude and service.
- Identified customer's requirement and recommended suggestions, and maximized sales.
- Investigated and resolved customer complaints.
- Followed customers on purchases and recommended new upcoming events and products.

Feb/2010 – May/2012

Ocean Import Operation/Sales Executive
TVL Global Logistics Corp/Paramount, CA

- Handling logistic service of importation freight and all kind consignment FCL/LCL.
- Obtaining, checking & preparing documentation to meet customs requirements.
- Researching and planning the most appropriate route for the shipments.
- Notify customers of arrival or delivery of their cargo.
- Arranging payment of freight and other charges, or collection of payment on behalf of the clients.
- Communicate daily with oversea offices to track schedule and obtaining update shipping information.

Dec/2006 – Jan/2010 **Operational Manager**
DJ Celcom-Wireless Service/Elk Grove, CA

- Managed daily operation, reviewed financial transactions, controlled inventory & monitored budget ensure efficient operation.
- Developed, implemented, and monitored sales and marketing programs
- Trained, coached employees on products, services, promotions, method & procedures, point-of-sale ordering systems.
- Prepared monthly payrolls, sales taxes & general book keeping.

Sep/2001 – Jan/2004 **Loan Processor/Document Drawer**
Metropolitan Home Mortgage/Irvine, CA

- Responsible for processing FHA, conventional & sub-prime loans. Assured that loans are processed in accordance with company policy and procedure.
- Gathered credit and other documents from customer & third parties in support of the loan approval decision.
- Ordered appraisal, title, Escrow , VOM, VOD, payoff, evidence of hazard insurance, and verification of employment; follow up to ensure that they are received in a timely manner.
- Reviewed legal documents, title reports, escrow instructions and researched on borrowing entity; clear conditions.
- Drew loan documents in according to the approved loan program; scheduled and followed up on all closings.

Dec/1999 – Jan/2000 **Sales/Marketing Representative**
Xerox Corporation, Santa Ana, CA

- Performed outside sales and consulting of copier, printer equipment and service to wholesalers and businesses.
- Developed, presented and negotiated sales proposals and lease contracts to prospective client.
- Developed and maintained account network through cold calls and follow-up.
- Communicated with clients to ensure their needs and goals are met.
- Resolved client problems in a meticulous and organized fashion.

Dec/1998 – Dec/1999 **Operational Manager**
Eddie's Liquor & Market, Bellflower, CA

- Reconciled daily customer service
- Maintained financial control of all debits/credits
- Control inventory, fixed assets, and cash/receipts

Heather Wang

20209 Plaza de Madrid, Cerritos, CA 90703 | (562) 275-5790 | heatherwang2020@gmail.com

Objective

To work in a position in which I can utilize my social and detail-oriented skills to further promote the team and the company. Looking for a challenge in order to attain self-growth, experience, and knowledge.

Education

University of California, Santa Barbara (UCSB)

Bachelor of Arts, Environmental Studies
Cumulative GPA: 3.0

Graduated: December 2019

Experience

Print Shop Operator

AS Publications

January 2017- October 2018

- Worked closely with professors to compile and print readers with attention to detail
- When closing, shut down all machines, organized the shop, and left memos for the opener in order to keep production running smoothly
- Utilized and fixed the tape/coil binding machines, cutting machine, and folding machine
- Filed invoices to specific university departments for their projects
- Kept inventory of all materials and supplies and ordered stock when in need

Key Holder

805 Boba

August 2015- September 2016

- Operated cash registers with high energy level and constant positive attitude while building rapport with customers through conversations
- Memorized tea and boba cooking procedures
- Managed and restocked inventory
- Maintained a clean, organized, and attractive lobby area and workspace to allow maximum efficiency
- Carried heavy loads
- Opened and prepared the shop for operations, cleaned entire shop after closing

Wave Pool Team Lead

Knott's Berry Farm- Soak City

June 2015- September 2015

- Managed time when setting up equipment
- Kept a strict watch on guests and lifeguards while monitoring my area
- Ensured enforcement of all safety rules
- Provided lifesaving care
- Assisted guests with questions and concerns
- Kept track of guards under my watch and sent them on breaks and lunches
- Audited guards who were under my watch

Additional Skills

- Native Chinese Speaker
- Proficient in Microsoft Excel, Word, Powerpoint

Affiliations

- Environmental Affairs Board (EAB)
- Snowy Plover Docent Intern

September 2016- December 2018
April 2018- July 2018

C.C. Hung

cchungmba@gmail.com • [LinkedIn](#) • Los Angeles, CA • 512-773-3784

Global Business Development Expert Drives Revenue Growth & Partnerships

Highly skilled business development specialist with over 15 years of software and hardware experience working within high technology industries. Accomplished in all aspects of international business development, with proven success managing market penetration and rapid expansion into new global markets, defining and executing marketing and sales initiatives with global technology partners, building and leading multinational direct and indirect sales teams, and exceeding revenue targets through coordinated business, sales, partnership, and marketing strategies. Fluent in English, Mandarin Chinese, and Taiwanese.

Areas of expertise included:

- | | | | | | |
|-----------------------------------|--------------------------------------|------------------------------------|--------------------------------------|-----------------------------|------------------------------------|
| • Business Development | • Strategic Partnerships & Alliances | • Product & Channel Marketing | • Business Development | • High Technology Marketing | • Global Account Management |
| • Forecasts & Drives Deal Closure | • Strategic Planning | • Global Account Management | • Strategic Partnerships & Alliances | • Strategic Planning | • Cross Functional Team Leadership |
| • Solution & Consultative Selling | • New Market Penetration | • Contract Negotiations | • New Market Penetration | • Channel Development | • Salesforce CRM & Lead Generation |
| • Sales Leadership & Management | • Customer Acquisition | • Cross Functional Team Leadership | • Customer Acquisition | • Contract Negotiations | • Outsourcing Vendor Management |
| • Relationship Builder | • Channel Development | • Salesforce CRM | • Sales | | |

Career Experience

Senior Business Development Consultant, Los Angeles, CA 12/2019 to Present
Offers business development strategies, tactics, and action plans for new market entry, channel sales, and partnerships to help technology startups sell software and hardware products into Asia and USA and source electronic manufacturers from China and Taiwan to build wireless interactive and IoT devices.

...continued...

Vice President - Sales and Marketing, Dusun Electron, Los Angeles, CA 10/2016 to 12/2019

Directed and led business development, sales, strategic partnership, and go-to-market initiatives selling IoT solutions (sensors, gateway, cloud), wireless electronics (device, chipset, module) with voice, motion, touch, video, facial recognition, and AI technologies, and design manufacturing services to operators and OEMs within North America and Europe. Drove sales strategies, guided sales enablement, built channel partnerships, and managed sales teams to achieve sales goals. Advised company leadership on market trends, competitive offerings, pipeline needs, and product innovation needs necessary for improvement in financial performance.

- Positioned company for success in new markets, achieving rapid, and highly successful expansion and market penetration into North America and Europe, despite being headquartered in China.
- Increased revenue from nothing to multiple millions, exceeding target by creating business opportunities with consumer electronics, telecom, and IoT customers, such as AT&T, Comcast, Dish, Roku, Arris, Technicolor, Honeywell, Nortek Security and Control.
- Accelerated and enhanced new channel development through negotiations and strategic partnerships with Amazon, Apple, Google, Microsoft, Qualcomm, Broadcom, Qorvo, Silicon Labs, TI, and other system integrators and independent software vendors._

Director - Business Development, Hillcrest Labs, Los Angeles, CA 3/2010 to 9/2016

Managed regional sales reps and distributors across Asia, formed partnerships with vendors (silicon, component, ODM), and implemented innovative business development, sales, and marketing strategies for inertial motion sensing software IP licensing & sensor module/chipset to stimulate revenue growth and new customer acquisition. Directly managed market penetration and rapid expansion in Asia to create a scalable and sustainable business development model that continued to yield results in Smart TV, Smartphone, Wearable, AR/VR, Robotics, and IoT markets.

- Recognized by executive team for establishing market leadership in motion sensing technology, developing new revenue streams, increasing market share, and driving significant growth in China, Korea, and Taiwan.
- Generated multimillion-dollar annual revenues and exceeded target by building and nurturing C-Level relationships with leading consumer electronics OEMs, including LG, TCL, Skyworth, Sharp, Hisense, Haier, Xiaomi, Lenovo, TPV, LeTV, Huawei, Razer, ANTVR, Tencent, Coolpad, HTC, ZTE.

Senior Manager - Product Management and Marketing, Mentor Graphics, San Jose, CA 2/2003 to 12/2009

Product life cycle ownership of embedded software (kernel, networking, security, connectivity, storage, graphics) and silicon IP cores. Gained 10% market share growth for Nucleus OS software sales to mobile handset market, managing deployment to more than 400M phones in one year.

- Consistently exceeded revenue targets by leveraging customer relationships and leading sales organization to close business.

- Built ecosystem partnerships with vendors including silicon, component, device maker, and software technology providers. Managed the product marketing team for the implementation of large-scale vertical marketing strategies and solutions, aimed at consumer electronics, telecommunications, automotive, medical, and industrial control industries. Integrated comprehensive marketing campaigns and product positioning according to in-depth market research, customer insights, and competitive analysis.
- Engaged and managed offshore outsourcing firms across China, Europe, India, Japan, and Russia, to increase product development and service capabilities for business expansion.

Additional experience in semiconductor companies as Senior Product Line Manager for timing synchronization SoC at Datum (now Microchip); as Product Marketing Manager for DSP Audio, Multi-core microprocessor, and SIMD-based processor for AI learning applications at Motorola Semiconductor (now NXP)

Education & Certifications

Executive Master of Business Administration • Purdue University, West Lafayette, IN, USA

Master of Science in Electrical and Computer Engineering • University of Texas at Austin, Austin, TX, USA

Master of Science in Mechanical Engineering • Pennsylvania State University, State College, PA, USA

Bachelor of Science in Mechanical Engineering • National Central University, Taoyuan City, Taiwan

Pragmatic Marketing Certification

Awards & Patents

US Patent No. 5,727,130: Genetic algorithms for constructing and tuning fuzzy logic system (AI software)

US Patent No. 5,727,229: A method and apparatus for moving data in a parallel microprocessor (hardware)



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