



RESUME BOOKLET

简历 12.01.2019



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

Jason Liu

Diamond Bar, CA 91765 
(909) 660-2297 
lenswithjason@gmail.com 
Linkedin.com/in/jjasonliu/ 
www.lenswithjason.com 

Looking to utilize my digital marketing skills to develop innovative campaigns that build brand awareness and generate outstanding results.

Skills

- Digital Marketing
- Email Marketing
- Social Media Marketing
- SEO
- Google Analytics (GA)
- Content Management System (CMS)
 - Expression Engine
 - WordPress
- Content Creation
- Blog Writing
- Adobe Photoshop
- Adobe Illustrator
- Market Research
- Photography
- Proofreading/Editing

Marketing Experience

September 2016 – PRESENT

Marketing and Communications Specialist / Children's Home Society of California (CHS), Orange, CA

- ✓ Implement digital marketing strategies for a non-profit organization to target our audience of low-income parents to offer services on Child Care Subsidies, family education, and more.
- ✓ Increase website traffic by 16% by producing creative digital contents.
- ✓ Improve visits to the blog page by 23% through tested email campaigns.
- ✓ Create all workshop flyers and other creative materials for our 8 offices across California.

March 2016 – May 2016

Brand Ambassador / Ascendant Advertising, Riverside, CA

- ✓ Performed door-to-door sales and marketing for Fortune 500 companies like Verizon FiOS.
- ✓ Created brand loyalty for fiber optic products for Verizon and Frontier marketing the products based on each customer's needs.
- ✓ Prepared marketing strategies and sale pitches with a team of 15 to increase sales within the office.
- ✓ Exceeded the minimum quota of five sales per week by bringing in eight which led to successful sales.

Activities

Certification: Advanced Google Analytics, Email Marketing, Social Media Marketing, and Content Marketing (Hubspot Academy) and Social Media Marketing (Udemy).

Language: Fluent in English and proficient in Korean and Chinese.

Leadership: Head Coach for Chinese Martial Arts Club at UCR from 2015 to 2017 while managing group of officers to take lead of the club and increasing the membership by 150% through marketing campaigns.

Education

October 2016 – PRESENT

General Assembly / Los Angeles, CA

Taken workshops, courses, and bootcamps regularly on skills related to digital marketing, designs, and analytics to further advance my professional development.

September 2012 – June 2016

B.S. in Business Administration; Concentration in Marketing / UC Riverside

JENNIFER WU

DIGITAL MARKETING SPECIALIST

+1 323 518 9920

jenniferwula@gmail.com

Los Angeles, CA

linkedin.com/in/jenniferlwu



CORE SKILLS

Data Analytics
Tracking Implementation
A/B Testing
Conversion Rate Optimization
UX/UI Design
Brand Strategy
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

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

WORK EXPERIENCE

WEB MARKETING SPECIALIST

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

- 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, which includes optimizing pixel usage and reducing page load times. This has so far resulted in a 48% increase in conversion rate and 33% decrease in load time for our homepage.
- Develop and manage A/B tests including, market research building hypothesis, developing wireframes and mockups, post-test result measurement and reporting.
- Provide action-driven reports for upper-management focusing on quarterly performance and new-growth opportunities.
- Develop new campaign marketing strategies using market research, keyword analysis, and determining success KPIs.
- Build new or enhance existing landing page capabilities to provide optimized site experiences that connect to our advertising strategies and SEO goals.

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

DIGITAL MARKETING SPECIALIST

+1 323 518 9920

jenniferwula@gmail.com

Los Angeles, CA

linkedin.com/in/jenniferlwu



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

MICHELLE H. DO

Los Angeles, CA 90034 | E: michelle.d.h.t@gmail.com | Phone: (626) 716-8356
linkedin.com/in/tinh-michelle-do

EDUCATION

ABC Bartending School

Certificate, Mixology/Bartending

November 2017

University of California, Los Angeles (UCLA Extension)

Certificate, Music Business

Expected 2019

University of California, Los Angeles (UCLA)

Bachelor of Arts, Chinese

- Transferred from **Pasadena City College** in June 2015

- **Activities:** UCLA Music Industry Committee, Foundations Choreography, UCLA Chi Alpha Phi (Transfer Co-ed Fraternity)

August 2017

Yonsei University, Seoul, South Korea

University of California Education Abroad Program: Yonsei International Summer School

Summer 2017

National Chengchi University (NCCU), Taipei, Taiwan

International Summer Study Abroad Program

July 2016

SKILLS

- Languages: Fluent in Vietnamese, Advanced Chinese (Mandarin), Conversational Chinese (Cantonese), Intermediate Korean
- Computer Applications: eAgent, Microsoft Office programs (Excel, Word, PowerPoint, Outlook), Google Docs/Sheets/Slides, Salesforce
- Operating Systems: PC, Window 7, 8, 10, Window XP, Mac OS X software applications

WORK EXPERIENCE

ICM Partners

Talent Payment Coordinator

December 2018 - Present

- Calculate and process royalty, commission payments for ICM Concerts, Publications, Film & TV/Theater's clients and Residuals
- Successfully processed large payments for Publications, adding up to over ten million dollars
- Prepare statements; set up royalty payments and create new bookings, identify, update and verify bookings
- Assist Cash room with sorting and identifying checks; make sure checks match with the correct bookings and projects

UCLA Payroll

Administrative/Payroll Specialist

January 2018 - December 2018

- Answered payment inquiries via Salesforce and emails; handled and covered a high volume of phone calls
- Reviewed and processed bi-weekly/monthly employee's paychecks, billings, check requests; kept track of employees' work hours, vacation time balance and leave accruals; ensured employees are paid accurately
- Responsible for deductions and refunds for employees' health benefits, retirement, loan activity, additional taxes
- Researched on special projects; ran data queries and managed data entry, using Excel spreadsheets

ASCAP Expo

May 7 - 9, 2018

Intern

- Recorded and took notes of soundbites for ASCAP's Data Strategy team at speakers' panels
- Assisted with selling merchandise; restocked 'Swag Bags', magazines and provided directions to attendees

UCLA Payroll

September 2016 - June 2017

Nonresident Tax Team - Payroll Assistant

- Collaborated with a team of four members, including Supervisor on managing spreadsheets and a high volume of confidential documents
- Composed emails, memos and fax cover sheets; reviewed and organized nonresidents' supporting documents and tax treaty forms

Pasadena City College - Math Resources Center

September 2013 - May 2015

Math Tutor

- Tutored students one-on-one in Math subjects from Algebra to Calculus level
- Assisted professors with grading and inputting homework and test scores

UCLA Foundations Choreography

April - June 2017

Marketing Intern

- Cooperated with executives and fellow interns to plan year-end banquet
- Managed RSVPs using Google Forms; promoted year-end banquet by sending email invitations to board members and via social media platforms such as Facebook, Instagram
- Assisted with selling T-shirt, roses and grams and monitored sale payments at Spring 2017 showcase; promoted and boosted sales



Zachary Skedzuhn

A&R and Digital Marketing Assistant/
Artist Manager

CONTACT

Email:

zskedzuhn@gmail.com

Phone: 203-391-4355

Address: 6016 Carlton
Way Apt 8, Los Angeles
CA, 90028

SUMMARY

Currently managing one artist. Possess a B.S. in Business & Entertainment with expertise in Microsoft Office, Social Media, and Adobe Illustrator. Looking to leverage my knowledge and experience into an entry-level position at a record label.

EXPERIENCE

A&R and Digital Marketing Assistant

CMH Label Group, Los Angeles, CA / Jan. 2019 - Present

- Assist in management of all social channels for VSQ and Rockabye Baby!
- Prepare company sales reports for executive review.
- Assist in project coordination for all new releases.

Royalty Specialist

Nonstop Management, Los Angeles, CA / Sept. 2018 - Dec. 2018

- Registered Nonstop artists and producers with SoundExchange and assisted them with outstanding royalties.
- Communicated daily with producers, artists, and managers.
- Completed repertoire & LOD forms to submit to SoundExchange.

Artist Relations Intern

SoundExchange, Washington D.C. / May 2016 - Dec. 2016

- Managed a busy phone line while prioritizing assignments based on relevant deadlines.
- Prepared royalty earnings reports for executive review.
- Focused on outreach to artists, managers, and labels regarding outstanding digital non-performance royalties.

Intern

RIAA, Washington D.C. / Jan. 2016 - May 2016

- Worked 20 hours per week on various projects ranging from piracy issues to analysis of High-Resolution streaming options to DMCA reform investigation.

SKILLS

Royalty
Collection Artist
Management
Promotion
Microsoft Office
Adobe Illustrator
Social Media
Analytics
BuzzAngle Analysis
Time Management
Leadership

REFERENCES

Cary Sherman

Former Chairman &
CEO RIAA
csherman@riaa.com

John Simson

Program Director
American University
simson@american.edu

EDUCATION

Bachelors Of Science/ Business & Entertainment

American
University,
Washington D.C.
2014 - 2018

Semester

Abroad Chinese
University Of Hong
Kong,

JOHNNY HUNG

@johnnyhung6002@yahoo.com

h (626) 715-6961

a Rowland Heights, CA 91748

PROFESSIONAL SUMMARY

Detail-oriented professional with 2+ years of experience and a proven knowledge of commodities purchasing, supplier management, and international trade. Aiming to leverage my skills to successfully fill the procurement role at your company.

WORK SKILLS

- Proficient in Microsoft office (excel, word, power point) and Apple OS office related programs
- Basic knowledge in Photoshop
- Chinese- Business level speaking, reading, typing
- Japanese - Basic understanding
- English - Fluent in all aspects
- Typing speed 100wpm+ in Chinese and English

EDUCATION

University of California, Riverside

Riverside, CA • 06/2016

Bachelor of Arts: Global
Studies

WORK HISTORY

Weichuan USA Inc. - Marketing Associate

City of Industry, CA • 12/2018 - 06/2019

- Lead and manage small team to assist with new website project
- Represented web team at meetings with executives and discussed project goals and milestones
- Worked closely with all product development departments to create and maintain marketing materials for sales presentations and client meetings
- Assisted in creation of pre-season marketing plans to support department and divisional strategies
- Increased audience engagement with brand websites by finding and integrating relevant videos, tweets and other online content
- Edited and assembled training materials and reports to meet client requirements
- Hands-on experience with using ERP system to manage new products as well as old
- Manage at least 20+ products and 6 production lines for production cycle

Three Cube Co., Ltd. - Overseas Specialist

Kagawa, Japan • 08/2017 - 08/2018

- Assess and manage company's E-commerce platform; monitor and centralize the status of products such as, KPI, sales management, inventory control, and customer relations
- Consolidate and collaborate overseas business trips as well as exhibitions
- Identify and solve challenging tasks with overseas buyers to generate on average of \$20-35million Japanese yen (\$180k-\$310k USD) per month
- Catalogue new potential products and coordinate meetings with overseas retailers to further increase sales revenue. Partnered with China's two biggest E-commerce company;

Alibaba and Netease as well as Amazon China to coordinate a business model that my company can build on

- Achieved in preliminary assessment of contracts, budget quotations, arrange purchase order, supervise on-time shipment, accelerate translation (Eng, Cn, Jp), and modify copywriting
- Initiate, as well as participate other workloads not written in prior job description

M.F.C Coffee - CEO ASSISTANT

Taipei 08/2016 - 08/2017

- Coordinate regular supplier visits for CEO such as coffee beans and product packages
- Participate in reducing costs by negotiating pricing and fees with suppliers and roaster
- Accelerate basic data entry workload such as preparing spreadsheets, calculating purchase costs and shipping costs
- Assist in product setting such as, package design, flavor direction, retail price, and distribution channel
- Contribute in formulating marketing strategies and promotions; activity methods, advertising strategies as well as employee performance improvement

Karen S. Liu

Los Angeles | karen.liu.17@gmail.com | (714) 401-7018

Skills:

- **Media:** Strategy, RFP, Budgeting, Post Report Analysis, POVs
 - **Research Tools:** Nielsen, Kantar, MRI, Simmons, SRDS, Moat
 - **Microsoft:** Excel, PPT, Outlook, Word, Publisher & Access
 - **Adobe:** Illustrator, Photoshop, Indesign, & Acrobat
 - **Languages:** Bilingual English & Chinese Mandarin
-

Work Experience:

OMD - Apple | Los Angeles, CA

December 2018 – September 2019

Strategist

- Planned and executed national and local TV, Radio, and Outdoor campaigns for high profile Apple product launches, such as iPhone XR, iPhone XS, Holiday, iPad Pro, MacBook, Apple Watch and AirPods
- Developed and activated strategic localized media campaigns in Radio and OOH for Apple Pay and Retail in major cities including New York, Chicago, DC, Miami, Seattle and Portland
- Optimized weekly and quarterly campaigns to ensure success of carrier partnership agreements, KPIs and goals
- Collaborated with cross-functional departments in Media Arts Lab, Finance, Traffic and Investment teams to ensure media campaigns and billing actualizations are completed within designated timelines
- Lead weekly multi-team status meetings with Siri, OOH and National TV
- Managed and mentored the Assistant Strategist on the day-to-day deliverables, media processes, concepts and strategy

Essence Digital (Formerly Maxus Global) - NBC Entertainment | Los Angeles, CA

July 2017 – November 2018

Assistant Media Planner

- Recommended national and local cross-platform media campaigns across TV, Radio, Print, and Outdoor
- Assisted in strategizing and managing over \$100MM worth of media buys with 50+ publishers
- Developed media plans through consumer research, competitive audits, building client-facing presentation deliverables, and vetting prospective publishers and new ad products
- Executed daily deliverables including managing asset due dates, flight revisions and buyer/vendor/creative relations
- Studied demographic data and consumer profiles through research outlets in order to identify desired target audiences for specific media vehicles, including lifestyles and psychographic information
- Led and trained assistants on competitive analysis projects that utilized syndicated research to aid in analyzing the monthly, quarterly and annual competitive landscape
- Verified and reviewed NBCE Digital & Offline Media strata IOs and provided client-facing summaries of weekly billing and reconciliation. Resolved discrepancies with the traditional media investment teams including researching invoices and media delivery issues

EcoPlus Technologies | Taipei, Taiwan

June 2015 – March 2017

Marketing Specialist

- Played a key role in new business development through the generation of new market insight, strategic planning, product design and sales and marketing (focused on B2C & new product development)
 - Conducted market research focused on the consumer products in 3 industries (beauty, cosmetics & personal care, food & beverage, and medical assistive technology) to develop insight and formulate strategy for American and Asian markets.
 - Led quantitative and qualitative studies including data collection, questionnaire development, data analysis and reporting for American & Asian markets
 - Created multi-channel content for PON, Teasia and Fairland Coffee through publications in websites, blogs and social media
-

Education:

University of California, Riverside

Riverside, California | 2009 - 2013

BS, Business Administration, Accounting Concentration

National Taiwan Normal University

Taipei Taiwan | 2013 - 2015

Chinese Language and Studies

Certifications & Coursework:

- **Google Analytics Course** / Google Analytics for Beginners, Advanced Google Analytics, Ecommerce Analytics: From Data to Decisions, Google Tag Manager Fundamentals

Serena WANG

serena94318@outlook.com 2134317646

EDUCATION

Shanghai Jiao Tong University (SJTU)

Shanghai, China

Master of Communication and Journalism

March 2019

University of Southern California

Los Angeles, CA

Master of Business Management

May 2018

Courses: Marketing strategy, Customer insights and analysis, marketing analytic

JiangSu Normal University

XuZhou, China

Bachelor of Broadcasting And Journalism

July 2016

WORK EXPERIENCE

Exhivisit

Los Angeles, US

Event planning manager

Jan, 2019

- Researched on cities and planned, operated trade shows in terms of local needs with chamber of commerce
- Social media and e-mail marketing for trade shows and upgraded the website and promotional materials
- Cost management and following up works with clients and chamber of commerce

Chinese investors

Los Angeles, US

Marketing research specialist

Aug, 2018

- Responsible for promoting company brands and products on SNS platforms such as Facebook, Google+, Twitter, YouTube, Pinterest, LinkedIn, collecting fans, organizing events, and advertising operations.
- Experienced in social media, copywriting and event planning. Independently plan community activities.

Cornmi Tech LLC

Los Angeles, US

E-commerce marketing specialist

March 2018

- Cooperated with branding agency to create contents for our products and manage social media
- Market research on electronics and provided design or new products insights to our team in China

Guang ming Daily

Nanjing, China

Reporter intern

Summer 2014

- Daily responsibilities include receiving assignments for stories, evaluating leads and pitching compelling story ideas to editors, revising and editing work for editorial approval, and collaborating with other reporters, editors, and production staff
- Attend and report on events such as artistic, political, or social functions as well as sporting events

CAMPUS ACTIVITY

Tourism And Propaganda Experience Camp with China Youth Daily

Summer 2016

- Surveyed and interviewed Qiandongnan Miao and Dong Autonomous Prefecture, Lishui (a county in Zhejiang Province), Shanghai and published two releases recording the life there

Honored the best promotion elite and granted tourism spokesman of Qiandongnan Prefecture

Operator of Shanghai Jiao Tong University(SJTU) Official Microblog(remote position) Fall 2016-present

- Regularly posted campus events and news, contacted other universities, communicated with sponsors

Organizer of The First Global Portrait Photography Contest

Winter 2016

- Wrote planning scheme, guideline for contributors, invitation letters for raters and financing 150,000 RMB with SJTU
- Contacted professors, professional photographers, media via social media to promote the event and invited them to be raters.

SKILLS

Computer: Microsoft office, Sawtooth, Mac, SPSS, SQL, Tableau

Social media: Instagram, Twitter, Facebook, We-chat and microblog Language: Chinese, English

Li - YuRan

tina1685288@yahoo.com.tw | Diamond Bar, CA 91765



PROFESSIONAL SUMMARY

Determined individual with a bachelor's degree in Applied English from Ming Chuan University, bringing a number of applicable skills (marketing, education, translation, and interpretation) to the table including excellent multilingual, interpersonal, and communication skills

WORK HISTORY

TEAMSON. Taipei

Marketing Specialist Intern | 08/2019 - 10/2019

- Evaluated consumer preferences and behaviors, combined with market trends and historical data, to adjust and enhance campaigns
- Provided research and development on furniture products from Amazon, Taobao, Target, Fnac, Vertbaudet, and Wayfair to showcase benefits and retain customers
- Analyzed customer data using Tableau and Salsify to enhance furniture products
- Adept in utilizing Jungle Scout, Googletrend, Keywordtool, and AMZ Tracker

Hualumi Company. Shanghai

Marketing Specialist/Teacher Intern | 03/2019 - 07/2019

- Studied demographic data to determine optimal targets, competitor offerings and tactics for persuasion
- Maximized advertising efforts by posting content through WeChat, which is one of China's largest social media platforms
- Developed campaigns with team and specific marketing strategies to attract more clients
- Designed lesson plans to specifically target the development of creative thinking skills in children
- Experience tutoring and teaching children English

KPMG LLP. Taipei

Marketing Coordinator | 12/2018 - 03/2019

- Collected and integrated reliable data and information of marketing, and closely observed the changing market of accounting
- Ensuring that marketing campaigns posted to websites comply with brand policies
- Accurately translated legal documents from Chinese to English and English to Chinese

SKILLS

- Market analysis
- Data analysis
- Research and trend analysis
- Translation
- Mandarin- native
- English- fluent
- TOEIC Score- 805
- Basic knowledge of Korean

EDUCATION

Ming Chuan University

Taipei, Taiwan

06/2019

Bachelor of Arts: Applied English

Shiyun Lu

(617) 218-7753 ■ lusyhana95@gmail.com

EDUCATION

Boston University, Questrom School of Business

Boston, MA

M.S. Mathematical Finance

Expected 01/2020

- Coursework: Statistics, Programming (R, Python), Stochastic Methods of Asset Pricing

University of California, Berkeley

Berkeley, CA

B.A. Applied Mathematics (with a major concentration in Economics).

08/2017

- Coursework: Real Analysis, Complex Analysis, Numerical Analysis, Abstract Algebra, Econometric Analysis, Probability Theory, Linear Optimization, Data Computing (R programming)
- Studied scholarly papers to perform research on linear optimization models in arbitrage detection
- Implemented the Newton–Raphson method to solve cubic functions comprising random, very large or very small, and/or multiple roots and Van der Pol equation by converting it into two ODEs using Runge-Kutta-Fehlberg Method

EXPERIENCE

Charles River Development, A State Street Company

Boston, MA

Product Specialist Intern

05-08/2019

- Participated in Agile software development process by adhering to scrum team's QA methodology
- Conducted more than 100 regression tests and scenario tests concerning product characteristics and configurations
- Completed parity gap work between products of different generations and completed more than 50 pages long report summarizing issues and identifying product defects
- Wrote programming scripts to extract functionality test cases of more than 100 categories

JoinQuant

Beijing, China

Product Management Intern

06-08/2018

- Solved inaccuracy of the database of user python package by testing and updating financial data
- Conducted research “Investment Timing of A-Shares” by building and testing models to acquire investment strategies which achieved over 100% revenue and kept retracement under 3% on Chinese stock exchange

Johnson & Johnson

Shanghai, China

Marketing Intern

08-09/2016

- Analyzed clients preferences data about Ethicon surgical sutures to predict potential usage after new product launch
- Communicated with sales representatives to gather market information and reported information by monitoring and computing data to the marketing team for further marketing strategies development

Nielsen

Shanghai, China

Analytic Consulting Intern

06-08/2016

- Facilitated Pricing & Promotion team project by revising R models evaluating efficiencies of different promotion types and computing price elasticities of Unilever hair care products from over 2000 stores in Chinese market
- Performed competitive analysis by computing and plotting comparative data of other manufactures
- Completed associated report to present suggestions regarding future pricing and promotion strategies, including revisions based upon client requests on data forms and types

SKILLS

- **Programming:** Python, R, C++, MATLAB, Financial Modeling
- **Certifications:** ‘C++ Programming for Financial Engineering’ from Baruch College, CUNY(2017)

ADDITIONAL INFORMATION

Languages: Chinese Mandarin (native), English (fluent), Japanese (intermediate), Korean (elementary)

Activities: Japanese-English Language Exchange (2015-2017), organized meetings and language sessions to connect and build partnership between Japanese visiting students and American students for mutual language practices

LAWRENCE JEFFREY YOUNG

Los Angeles, CA | findlawrenceyoung@gmail.com | (415) 572-7571

EDUCATION

Northeastern University, D'Amore-McKim School of Business

Bachelor of Science in Business Administration with concentrations in Finance and Entrepreneurship

Awards/Activities: Dean's List, 1st place NEU Startup Challenge, Pi Delta Psi Fraternity Inc. (President)

Boston, MA

May 2019

GPA: 3.4

Foundation for International Education - Study Abroad

Relevant Coursework: Statistics, Calculus, Business Writing, Microeconomics

London, UK

Fall 2014

Lick Wilmerding High School

Honor/Awards: Most Valuable Player for Varsity Basketball, 1st String Violinist

Activities: President of Asian Students in Alliance Club, Captain of Varsity Basketball and Swimming

San Francisco, CA

June 2014

EXPERIENCE

SAP Innovation Center Network, Silicon Valley

Business Development & Marketing Specialist

Palo Alto, CA

July 2018 – December 2018

- Initiated co-innovation projects with Fortune 100 executives that solved business challenges using disruptive technologies
- Built cross-functional relationships with internal product, design, and engineering teams to drive project lifecycles
- Produced project success videos using Adobe Premiere Pro and After Effects that were featured on SAP.com
- Developed Excel VBA macro for customer lead pipeline reporting that reduced daily process by 1 hour

UPFIZZ Media Network

Growth Analyst

San Francisco, CA

January 2018 – July 2018

- Created Facebook Business Ad campaign that earned \$50K profit and reached 28 million users in one month
- Developed SQL queries and built business intelligence dashboards to measure campaign performance and KPI data
- Conducted A/B testing in Facebook Ads Manager to growth hack campaign scalability and optimization
- Analyzed ad performance data on Google Analytics to uncover data-driven insights and implement decisions

MFS Investment Management

SQL/ETL Developer

Boston, MA

July 2017 – December 2017

- Resolved Master Data Management defects with the necessary SQL/ETL code changes and performed unit testing
- Developed a SQL query that automated the manual task of recording daily financial reporting cycle durations
- Tracked code defects in JIRA, and created the team's Confluence repository to archive completed SQL queries
- Represented infrastructure change tickets for SQL/ETL Development team during daily Change Control meetings

Brown Brothers Harriman and Company

Project Management Operations Analyst

Boston, MA

January 2016 – June 2016

- Produced project budgeting reports for company department heads on resource allocation and financial forecasting
- Created several new budget reporting views like FTE's and Gantt Charts to view reports from a high-level perspective
- Developed travel expense spreadsheet for PM department that dynamically linked costs to specific project budgets

United Postal Service (UPS)

Supply Chain Management Analyst Intern

San Francisco, CA

July 2015 - September 2015

- Performed analysis and planning for delivery performance optimization across San Francisco delivery routes
- Recorded delivery amounts per driver in Excel and placed appropriate number of packages delivered per day
- Communicated with local UPS main offices to track lost packages and update quick notices for extra delivery help

Stanford University School of Medicine

Cardiothoracic Surgical Intern

San Francisco, CA

June 2012 - August 2012

- Operated basic sterilization practices for doctors in residency to prepare them for mock surgeries
- Executed a successful triple bypass surgery on a porcine heart with the advisory of a Stanford medical doctor
- Developed a business plan for cardiothoracic department to increase funding by the university for new pacemakers

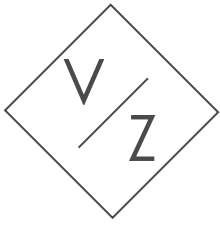
SKILLS

Programming: SQL (Oracle 11.2, MySQL 8.0, Sybase), ETL (Informatica Powercenter 9.6)

Software: Facebook Business, Google Analytics, Adobe Creative Suite, Bloomberg (BMC Certified), MS Excel (Pivot Table, Vlookup), JIRA, Confluence

Language: Fluent in Mandarin Chinese

Interests: Basketball, Asian Culture, Hip-Hop Dancing, Fishing, Traveling (visited 14 countries), Cooking (Food Truck Chef)



VERA ZHANG

vee0405@gmail.com | 949-295-9539

Summary

Experienced in Social Media Marketing with a demonstrated working background in the field of Marketing. Skilled in Final Cut Pro, Adobe Photoshop, Adobe InDesign and marketing content planning.

Skills

- Digital marketing
 - Content management
 - Social media
 - Final Cut Pro
 - Adobe Photoshop
 - Chinese (Mandarin & Cantonese)
-

Experience

Marketing Specialist - Video Communication

11/2016 - 12/2017

Law Offices of Scott Warmuth | City of Industry, CA

- Produced multimedia content and managed various social media channels to align with firm's mission and brand while generating new business on new platforms.
- Tracked social platforms for content performance and collaborated with marketing on growth, branding, digital marketing and content creation for optimization.
- Worked with internal business partners such as attorneys and case managers to document client activities and testimonials from start to finish in various formats.

Independent Movie Producer

03/2015 - 09/2016

Various | Los Angeles, CA

Feature Film "Almighty House" for Chinese Market.

- Coordinated efforts in casting, catering, vendor relationships, media partners, and film production during various production.
- Created marketing materials to recruit actors and increased awareness in many news and social media channels.
- Supervised on-site production and worked with other crew members to track production schedule

Link: <https://bit.ly/2P2CtRx>

Freelance Producer for Student Film

01/2015 - 12/2016

New York Film Academy | Los Angeles, CA

- Worked on various film production crew as a Producer, Line Producer. Managed both the creative and productions through all projects.
-

Education and Training

Master of Film/TV Producing: Producing

2015

New York Film Academy | Los Angeles, CA, US

Bachelor of Arts: Communication & Journalism

2012

Monash University | Melbourne, VIC, Australia

ANDREA MONTROYA

PR SPECIALIST / NEW BUSINESS DEVELOPMENT MANAGER

PROFILE

Exceptional communicator with experience with writing, attending and covering events as a reporter and for networking, research, pitching, and planning/managing events. A team player with an outgoing and sociable personality that is result driven and able to work in a variety of different environments. I am able to multi-task and finish tasks in a timely manner.

CONTACT

- 626-608-8196
- AMontoya3308@gmail.com
- AndreaMontoya1
- Chino, CA

SKILLS

Microsoft Office
Microsoft Excel
Microsoft PowerPoint
QuarkXPress / MailChimp
Social Media (Twitter, Facebook, Instagram)

EXPERTISE

Variety Insight
Celebrity Service
IMDB Pro
LA Casting
Casting Frontier
Actor's Access

Core Values

Personal Growth	Service
Advocacy	Honesty
Loyalty	Innovation
Charity	Integrity

EDUCATION

Communications with an Emphasis on Public Relations and Information

University of La Verne January 2015

Attended the University of La Verne Fall 2010. Core classes included courses like: Advanced news reporting, documentary photography, ethics of mass media, graphic production and design, law and mass media, media sales, the theory of public relations, writing for public relations, and sports writing.

Was an active member of Sigma Kappa Sorority for 3 years. I was voted into leadership positions:

Continuing Membership Chair – Planning multiple recruitment events and worked under the VP of membership to plan all recruitment events and **V.P. of New Member Education** – Lead classes for 6 weeks to educate a class of 27 women on the sorority and was the main person of contact for questions or concerns and the liaison between active members and new members.

KULF LEO FM On Air Personality every Friday. Operated audio console during live air shifts while integrating promotions and public service announcements.

PROFESSIONAL EXPERIENCE

PR Director and New Business Development Manager EDI Media Inc. | March 2019 - Present

PR Specialist / Business Liaison EDI Media Inc. | West Covina | 2017 – March 2019

Managed the Chinese American Film Festival and Chinese American TV Festival for 2-years. Responsibilities included: all U.S. guest invitations, invitations and coordinating schedules for panelist, invite and coordinate all award recipients and presenters for two ceremonies, and book venues and coordinate run-throughs. Outreach for film submission, direct contact with filmmakers, CAFF committee members, coordinate meetings with studio executives, create new friendships and more. Developed strategic partnerships with Writers Guild of America West and Los Angeles Public Library as an official sponsors for events (Press conference, mixer etc.).

Throughout the year apply for media credentials to various events and schedule interviews for TV programs, including government officials, politicians, celebrities, and executives. Handled all U.S. Relations for the company including finding new sponsors, new business partners and creating friendships with community leaders. Maintaining contact through MailChimp distributions. Helped develop and implement the new business model for the companies marketing department. Worked with ad agencies, brokers, media buyers, and additional companies to sell or lease radio airtime. Researched data for our radio stations relocation. Other responsibilities included:

- Be a reporter and attend red carpet events, community events. Covered events such as International Documentary Awards, Annabelle Comes Home, Black Panther press conference and more.
- Invite media to events and send out post-event releases
- Edit English translated articles for proper spelling and grammar and create my own press release and media alerts
- Find buyers or clients to lease airtime on our radio stations and handle all negotiations. Research to find radio brokers, new companies and business opportunities
- Find talent for New Silk Road model competition, Sing! China, film Feng Shen Trilogy, and China's Got Talent
- Work directly with managers, publicists, and agents to have talent participate in interviews and the Chinese American Film Festival and Chinese American TV Festival events. Worked with clients like Chadwick Boseman, Michael Rooker, Ming-Na Wen, Toni Trucks, Anthony Gonzalez, Jerrika Hinton and more. Was responsible for all arrangements before the event and would walk through the red carpet with them during the event
- Attend all events or interviews as a producer for our television shows for network opportunities
- Coordinate and attend meetings with studio executives, production companies, or business leaders with the CEO
- Other duties as assigned

Junior Agent TAG Models Inc. a Pantheon Company | Los Angeles | 2016-2017

In a boutique agency worked directly with the owner as a junior agent to submit talents for roles on LA Casting, Casting Frontier, and Actor's Access. Was the direct person of contact for production and for talent to coordinate their booking details. Agency was focused on commercial and print only.

- Organized open calls for new talents and upon signing new talent coordinate new talent orientations
- Upon signing new talent was the person of contact to make sure all talent information is updated and have all proper information for working including minors and getting their Coogan account and work permit

Athlete Relations Intern EAG Sports Management | El Segundo | 2015 – 2016

Responsible for creating and updating athlete EPK's. Research people on behalf of athletes for marketing and business opportunities. Update master events list for client coverage opportunities and editorial calendars for coverage opportunities. Organized schedules for athletes for Super Bowl 2016. Maintained athletes Holiday "Shop with a Jock" events registrations and organized registration waivers and documentation for football camps.

Temporary Publicist TMG International | Beverly Hills | 2015 – 2015

Account Coordinator FYI Brand Communications | Century City | 2015 – 2015

Junior Publicist Blaze PR | Santa Monica | 2014 – 2015 (Internship)

Public Relations and Marketing Intern Santa Anita Park | Arcadia | 2014 – 2014 (Internship)

PR and Social Media Intern PMBC Group | Beverly Hills | 2014 – 2014 (Internship)

SAMUEL FILIP

408 S Avenue 56 – Los Angeles, CA | (828) 303-4304 | samjfilip@gmail.com

Professional Summary

Digital marketing and business developer with over 10 years experience in music product sales, tech product marketing, and customer interaction. For the past 2 years I have been a dedicated social media manager and copywriter, maintaining a weekly schedule of social media posts and customer service. Recognized for consistently exceeding social media account growth goals and expectations and increasing brand awareness and image on a global scale. Passionate about working in a multicultural environment.

Skills

- Microsoft Office
- Facebook for Business, Facebook Messenger, Instagram, YouTube and 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 and modern culture after living in Shenzhen, China for 6 years.
- Public speaking and corporate training
- Full-cycle recruitment, ATS experience
- Buffer, Hootsuite, and other social apps

Work History

Social Media Manager/Copywriter/A&R

06/2018 to Current

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. Increased Instagram and Facebook following by 80% and actions by 40%.
- Identified target market and key segments through in-depth analysis of markets and related trends to exploit a products market niche.
- 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.
- Interacted and responded to customers promptly and politely via in-app messaging on platforms such as Facebook Messenger and Instagram.

Music Manager

05/2015 to 06/2018

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 in regard to foreign customers.
- Prepared and performed on bass guitar in the house jazz band.

International Teacher

03/2013 to 10/2018

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

01/2011 to 03/2013

PeopleScout – Chicago, IL

- Dedicated recruiter and pipeline sourcer for Peoplescout client Waste Management.
- Implemented recruitment marketing materials to attract applicants for various positions in the USA and Canada.
- Coordinated with local newspapers and job posting websites to execute the most effective marketing campaigns.
- Coordinated with graphic designer and created copy for digital and print media advertisements.
- Interviewed and screened candidates as part of the recruitment process.

Education

Bachelor of Arts: Classical Double Bass Performance, 3.5 GPA
Appalachian State University - Boone, NC

2010

Portfolio:

samjfilip.journoportfolio.com

ZHI LING

Los Angeles, CA ▪ (850) 559 - 0820 ▪ zhilingfsu@gmail.com ▪ <https://vimeo.com/278268963>

A result-oriented professional with 4+ years of experiences within the media and entertainment industry. Expertise in influencer marketing, social media strategizing and business development. Possess a successful track record of talent acquisition, operational workflow optimization and digital marketing strategy development.

CORE COMPETENCIES

Social Media Marketing
Talent Management
Influencer Marketing

Business Development
Client Relationship Management
Copy Writing

Data Analytics
Project Management
Video Production

Technical: Microsoft Office, Adobe Creative Suite (Premiere, Aftereffects, Photoshop), Youtube Analytics

MANAGER, BUSINESS DEVELOPMENT AND MARKETING STRATEGY, ERKA MEDIA (LOS ANGELES, CA) 2019 – PRESENT

- Lead marketing campaigns for both domestic and overseas clients, facilitate communication between clients and multiple internal teams based in China and the U.S., create project schedules, manage budget and oversee all phases from planning to delivering
- Establish and oversee in-house production workflow to ensure influencers based in LA complete output KPIs
- Pair brand deals with 200+ influencers within our network and take the charges from opening deals to closing deals
- Source and sign 5+ international influencers per month on average and develop the social media strategy to help grow their fanbases across mainstream Chinese social media platforms
- Maintain the relationships with influencers/vendors and plan offline social events to build business connections
- **Notable KOLs:** Mr.Unicorn (毒角Show), Jenn im, Katja Glieson, Ricky Chainz, May's Kitchen, Javi Luna
- **Notable Brands:** Anastasia Beverly Hills, Kieh'l's, Hourglass, Lancôme, Olay, Sphynx Razor, Poizon App

MARKETING ASSOCIATE, REMARK ENTERTAINMENT (LOS ANGELES, CA)

2017 – 2019

- Managed production workflow, publishing strategy and business development for two in-house digital shows
- Worked as a liaison to facilitate communications between the internal social media operation team in China, production team in LA and external stakeholders on major commercial projects. Clients include Cozy Shoes, Universal Studio Hollywood, La-Z-Boy
- Developed and executed content plans for 60+ western celebrities' verified personal Chinese social media accounts
- Provided monthly data reports of social account engagement to celebrity clients
- **Notable Clients:** John Boyega, Taylor Swift, Linkin Park, Dwyane Wade, Kevin Durant, Klay Thompson

PRODUCER, FANSTANG/RAAD PRODUCTIONS (LOS ANGELES, CA)

2015 – 2017

- Supervising produced Fanstang Sports and Crabby Show's social media accounts increasing over 100K followers
- Produced and edited 100+ episodes of sports show "We Know Basketball", averaging 1.5M views per episode
- Served as director of photography for 200+ Hollywood celebrity/NBA player interviews, 20+ red-carpet entertainment events and 80+ coverages of NBA regular and offseason games at Staples Center
- Produced branded content for clients including Discover Los Angeles, Vita Coco, Harbin Beer, Hard Rock Cafe, C-Trip
- **Notable Award Events:** Emmy's, Grammy's, Billboard Music Awards, Kids Choice Sports Awards

EDUCATION

Florida State University

2013 – 2015

Master of Science (M.S.): Media and Communications Studies

Jilin University

2009 – 2013

Bachelor of Arts (B.A.): English Literature and Language Studies

CHAO LIN LEE

110 W Las Palmas Drive, Fullerton, CA 92835
Home: 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

NEWEGG.COM

Industry, CA

Merchandising Planner - Server Category

10/2012 to 08/2019

- 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.

PC AVENUE CORP

Anaheim, CA

Networking Support Specialist

10/2008 to 10/2012

- 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

COMPUTERS GROUP INC

Fullerton, CA

General Manager, Marketing Manager

10/1995 to 08/2008

- 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.

TECH 101 OFFICE AUTOMATION INC

Irvine, CA

General Manager

04/1991 to 09/1995

- Product Manager, Marketing & Purchasing Manager Supervised company operation and directed company's sales and marketing departments.
- Managed new product launches and protected market share for existing products by analyzing competitiveness of rival companies.

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



ACCOUNTANT



Average salary
25/hour

Average experience
3 years

Yiqian Lin

(614) 329-9588 | yiqian1994@gmail.com

Objective

To obtain an accounting position utilizing accounting, writing, and computer skills

Education

The Ohio State University
Fisher College of Business
B.S. in Business Administration
Major: Accounting

Graduation date: May 2017
Cumulative GPA: 3.617 out of 4

Work experiences

Dental Master - Bookkeeper, Los Angeles

Aug 2019 - Sep 2019

- Daily bank reconciliation and cash flow report
- Manage account receivables and account payables
- Prepare payroll for employees and 1099 contractors

U.S. Accounting, Inc. - Tax Preparer, New York City

Nov 2017 - Nov 2018

- Filed sales tax, payroll tax, UI tax for companies, and Form 1040 for individuals.
- Help the CPA to prepare corporate tax returns and close business for clients
- Help clients to calculate and print paychecks using Quickbooks
- Post journal entries and prepare financial statements for clients

Internship in Deloitte - Shenzhen, China

May 2016 - Jul 2016

- Participated in 2 M&A projects
- Helped to complete Financial Due Diligence Report and Commercial Due Diligence Report
- Helped to find and analysis information from related financial reports

Activities

Accounting Association in the university

- Gaining insight into accounting through the speech and games we played in the meetings
- Communicating with peers and recruiters to know their experiences and advices in accounting

Strengths

Computer Skills: Quickbooks (desktop & online), ProSeries, Microsoft Word and Excel

License: Preparing the CPA exam. Already passed the Financial part.

Language: English, Chinese

Strength: fast learning, detail-oriented, teamwork, time management, communication and writing skills

Celeste Chiang

1208 Paseo Teresa, San Dimas, CA 91773 | cchiang2868@gmail.com | 909-762-5997

PROFESSIONAL EXPERIENCE

Advantage Medical Group

1995-2014

Accountant & Office Manager

- Manage the finances of the business and oversee all accounting records and needs
- Manage Accounts Receivable, Account Payable, and Payroll
- Perform medical billing tasks to handle business between insurance and the office
- Serve as customer liaison and manage entire back-office operations

Diamond Dragon, Inc.

2014-2018

Accountant Manager, Part-Time

- Manage accounting records and performed general accounting data entries
- Perform financial analysis and supported any finance responsibilities

ESaind LLC

2016-2017

Purchasing Buyer, Part-Time

- Monitor current and past sales in hookah business to assess future buying needs
- Provide inventory management and expedite supply processes

EDUCATION

National Chung-Hsing University

1987-1990

Bachelor of Science in Plant Pathology

College of DuPage

1992-1995

Certificate in Advanced Accounting

- Dean's List 1992-1995
- Received the Certificate in Advanced Accounting

Northeastern Illinois University

1994-1994

MBA Part-Time Program

- Classes: Managerial Accounting, Economic Analysis for Managers, Financial Management and Marketing Management

SKILLS

- Languages: Chinese, English
- Computer: Microsoft Office, Quickbooks, Excel

Currently taking data analysis class, the certificate will be completed in January 2020

Jeremy Meng

Los Angeles, CA | MengJeremyC@gmail.com | (626) 251-5953 | LinkedIn.com/in/Jeremy-Meng

Certifications

Passed all three levels of the CFA Program and may be awarded the charter upon completion of the required work experience.

Experience

Investment Accountant/Analyst – Focused Investors LLC
City, CA
October 2016 – Present

Contribute support for Portfolio Managers by: Engaging in security and portfolio analysis, calculating and providing performance commentary, constructing investment reports, and conducting investment research.

- Update and create DCF valuation models for existing/prospective securities.
 - Strategy: Bottom-up fundamental value; long-only equity.
- Collect and conduct industry research and analysis using broker research reports.
- Identify deviations from model portfolio and propose rebalancing suggestions to portfolio managers.
- Produce monthly and quarterly performance summaries for consultant databases and questionnaires.
- Compile and analyze portfolio characteristics and key ratios for consultant databases and client presentations.
- Analyze, calculate, and verify performance and attribution data.
- Complete and disseminate investment reporting and questionnaires.
- Prepare presentation material for current and prospective clients.

Financial Advisor Intern – Waddell & Reed, Inc.
Ontario, CA
April 2016 – July 2016

Provide key support to financial advisors such as analysis of asset allocation and portfolio construction, economic and market research, and client correspondence.

- Assisted FA with portfolio management duties, including: rebalancing client accounts, client risk analysis, trade implementation/execution, security selection/asset allocation.

Education

University of California - Riverside

Bachelor of Science: **Business Administration - Finance** (*with honors*)

Bachelor of Arts: **Economics** (*with honors*)

Software & Skills

FactSet (advanced) – Financial data and research.

Microsoft Office (expert) – Excel, Word, and PowerPoint.

Advent Products (expert) – APX (performance), Moxy (trading), and DataPort (data).

Mandarin Chinese (advanced) – Native speaker.

Kumiko Nomura

13624 Rolling Wood Circle ▪ Chino Hills, California 91709

(626) 475-7141 ▪ knomurap@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
- Ability to quickly learn new procedures and prioritize multiple tasks in a fast pace environment

TECHNICAL SKILLS

- Computer Software: Microsoft Word, Excel, PowerPoint, Publisher, Oracle, JD Edwards, HeavyJob, OnBase, Visual Studio Code
- Languages: JavaScript, HTML5, CSS3, React JS, Node JS, MongoDB, Express, MySQL
- Design Frameworks: Material UI, Bootstrap, Semantic UI, Materialize

EDUCATION

University of California, Irvine

Full-Stack Web Development Certificate: 2019

An intensive program focused on learning front end and back end web development skills with a focus on mobile optimization, responsive frameworks, UI, and best code practices.

University of La Verne

Bachelor of Science in Accounting: August 2013 - January 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

ACHIEVEMENTS AND COMMUNITY INVOLVEMENT

- **Grant Recipient:** La Verne Grant, ULV Trustee Scholar Grant
- **Award Recipient:** La Verne Award, Diamond Bar Chinese School Level 5 Class - 1st place academic award, Level 4 Class - 2nd place academic award
- **Member:** Alpha Lambda Delta Honor Society, University of La Verne Society of Accountants
- **Volunteer:** Diamond Bar Chinese School

WORK AND BUSINESS EXPERIENCE

February 2017 - February 2019 Sully-Miller Contracting Co.

Brea, California

Staff Accountant

- Worked with accounts receivables, account payables, amortization of prepaid assets, and performed various account analyses including bank reconciliations
- 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
- Heavily worked with accounting software JD Edwards and Microsoft Excel (v-lookups, pivot tables, if functions, indexes, macros, graphs) to create and analyze various financial statements and reports

June 2015 – August 2016

Champion Cabinets Corporation

Anaheim, California

Accounting Intern

- Worked with spreadsheets, sales and purchase ledgers, and journals
- Calculated and checked to make sure payments, amounts, and records were accurate
- 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

Shiting (Justine) Jiang

22433 S Vermont Ave, Torrance, CA 90502 | 217-402-4381 | jst19950215@gmail.com

EDUCATION

University of Illinois at Urbana-Champaign

Master of Science in Accountancy (STEM), GPA: **3.7** of 4.0

Core courses: Accounting Analysis, Advanced Topics in Accounting, Federal Taxation, Auditing, Data Analytics

CPA Candidate (FAR, BEC and AUD Passed)

Champaign, IL

May, 2019

Jinling Institute of Technology

Bachelor of Business Administration in Accounting, GPA: **3.7** of 4.0

Outstanding Graduate

Nanjing, China

July 2017

University of Illinois at Urbana-Champaign

Accounting/HRD Education Program

Champaign, IL

August 2015

PROFESSIONAL EXPERIENCE

PinnacleLGS Inc.

Accountant Intern

Harbor City, CA

Sept-Oct 2019

- Used QuickBooks to record daily transactions, to deal with A/P invoices and other expense and to allocate project costs into capitalization and expense
- Processed Payroll twice a month using advanced functions in Excel and SurePayroll
- Reconciled accounts weekly and monthly and assisted with the preparation of Financial Statements

Chicago Professional Development Program

• Attended the meeting with PwC Assurance Partner and KPMG IT Advisory Partner

• Visited PwC and communicated with PwC employees about professional skills and future trends

Chicago, IL

August 2018

District Government in Yangzhou

Statistics Intern/Data Analysis Intern

Yangzhou, China

January 2017 - April 2017

- Ensured statistics submitted were up to systematic requirements in a national-level development zone
- Collaborated with survey partners to examine, check, organize, and analyze fixed asset investment and real estate data

Su'ye Jincheng Accounting Firm, Co., Ltd.

Audit Intern

Nanjing, China

January 2016 - March 2016

- Engaged proactively in the audits of two public companies, Jiangsu Broadcasting Cable Information Network Co. and Omnijoi, helped check accuracy of accounts with financial statements
- Conducted test of internal control and all necessary audit procedures, saved entire project for 2 days
- Executed detail testing, substitute testing, cut-off testing, occurrence testing for cash, A/R, A/P and various other accounts, increased accuracy of these accounts
- Improved Inventory and PPE inspection procedures, improving efficiency by 50%

ACTIVITIES AND HONORS

- Outstanding Graduation Thesis
- Jiangsu Governmental Scholarship of Overseas Study

May 2017

August 2015

PUBLICATION

Suggestions on How to Improve Efficacy of Equity Incentives Based on Listed Pharmaceutical Companies

Published in *Fiscal Science*

February 2018

SKILLS

- *Languages*: Fluent in English and Chinese, and limited skill of Japanese
- *Computer*: High proficiency in Microsoft Office suites, Python, SQL, SPSS, ERPS, QuickBooks
- *Accounting*: Financial Accounting, Cost Accounting, Auditing, Data Analysis, Tax preparation, Payroll

Alan (Li Yu) Cheng

chengliyu970717@gmail.com – (408) 813-1242 – Irvine, CA
www.linkedin.com/in/Alan-cheng9

EDUCATION

University of California, Riverside

Riverside,

CA

BS in Business Administration - Finance

Sep. 2015 – Mar. 2019

Major GPA: 3.6/4.0 Cumulative GPA: 3.3/4.0

Relevant Coursework

*Business Law *Financial Accounting & Reporting *Foundations of Finance
*Financial Evaluation and Managerial Analysis *Corporate Finance *Current Topic in Finance

WORK EXPERIENCE

Quick Bridge Funding

Irvine, CA

Junior Accountant

Jun. 2018 – Current

- Processed daily purchase transfers and payment requests by updating grid.
- Maintained Fixed Asset Reconciliation and prepaid expense schedules.
- Uploaded and processed intercompany/ intracompany/ refund grids.
- Communicated with the sales team and generated customer ledgers.
- Posted of journal entries in GP System. (MLP payments, Transfers between banks, Payroll fees, etc.)

Zoll Circulation, Inc

San Jose, CA

Finance Admin Intern

Jun. 2018 – Aug. 2018

- Assisted with research, filing, data entry, and recording accurate financial records.
- Organized and maintained Fixed Asset documentation for reference.
- Prepared orders and checked inventory using Microsoft Great Plains system.
- Communicated and supported in managing relationships with both internal and external clients.
- Created and edited 10 custom reports per week using Salesforce.

Sushiya Japanese Restaurant

Riverside, CA

Cashier / Waiter

Apr. 2017 – Dec. 2017

- Took orders, delivered food, and re beverages.
 - Inspected and organized dishes and cleaned trash.
 - Resolved questions about menu items and answered phones to take reservations or to-go orders.
 - Reported to management promptly of any dining area issues.
 - Sanitized and cleaned booths, tables, and chairs during morning and night shift.
-

SKILLS

- Technical Skills: Microsoft Suite, Dynamics GP, ASC Software, Salesforce, SAP Software.

- Languages: English / Chinese.

Oi Ki Pang

1804 S. Cordova street, Alhambra, CA 91801 • (626) 873-3623 • suzanniepangok@gmail.com

EDUCATION

Foothill College

July 2018- December 2018

- Accounting related courses
- Eligible for CPA exam

University of California San Diego

September 2016-June 2018

- B.A. in Economics and Minor in accounting
- Cumulative GPA: 3.927

EXPERIENCE

K A L L Accountancy Corporation

West Covina, CA

Staff Accountant

January 2018- Present

- Prepared numerous Federal and State tax returns for corporations, partnerships and individuals with Lacerte
- Processed payrolls, filed quarterly payroll reports, sales tax reports, property tax reports as well as performed bookkeeping for clients
- Performed 401(k) audits for client to verify 401(k) plan which compliant with government regulations
- Communicated with staffs of IRS and EDD to solve the problems for the clients

China Town Fast Food Express

Los Angeles, CA

Administrative Assistant/Cashier

October 2013 – July 2015

- Negotiated pricing with wholesale vendors to maximize business' profits and coordinated product deliveries to the store on time before running out of inventories.
- Assisted in cordial service to 50+customers daily to yield high customer satisfactions.
- Prepared monthly revenue and expenses report to keep track business's performance and earnings.

Robert Chiu CPA firm

Los Angeles, CA

Accounting Clerk

September 2012– August 2013

- Updated and maintained electronic data in different accounts such as revenue and expenses for various customers to keep proper records and track business's performance.
- Classified the expenses of credit card for customers and verified the accuracy of total expenses with receipts.
- Reconciled payroll records with payroll check in monthly bank statement to avoid overpay or a duplicate check for same employee and verified the accuracy of total monthly amount of payroll.

INVOLVEMENT

International Rescue Committee (VITA Tax Program)

San Diego, CA

Tax Preparer Volunteer

January 2018 -May 2018

- Worked with walk-in and appointment clients for low-income people to analyze documents, determine deductions, and prepare both Federal and State tax returns for free.
- Assisted and communicated with Non-English-Speaking clients to provide satisfactory services.

East Los Angeles College

Los Angeles, CA

Student Tutor

July 2015 -August 2016

- Assisted students in improving academic achievement by clarifying learning problems and explaining class material to walk-in students in economic, math and accounting subjects.
- Provided one to one tutoring for students and worked solutions to problems with students together

Circle K International in ELAC

Los Angeles, CA

Treasury and active member

September 2013 -September 2014

- Developed in planning and organizing through fund raising events and actively participated in community services to help others.
- Estimated the budgets for fund raising events to avoid overspending and recorded revenue, expenses and profits after each activity to make improvement for future fund-raising events.

SKILLS & INTERESTS

Languages: English and Proficient Chinese (Cantonese and Mandarin)

Skills: Proficient in QuickBooks, Lacerte Microsoft Excel, QuickBooks, Microsoft Word, and Power Point.

Brian J. Allen, MBA
1411 Honeyhill Drive
Walnut, California 91789-3745
(909) 967-4729
brian.allen@laverne.edu

Experience

6/2019 to 10/2019 Spectrum LifeSciences, LLC – Staff Accountant
Rancho Dominguez, CA 90220

- Assists in compiling and verifying financial information to prepare journal entries to the general ledger.
- Prepares forms and maintains information related to sales and use tax for 5 different states; reconciling accounts.
- Prepares the bank reconciliation monthly while updating GL balance as needed.
- Prepares and maintains accounts related to intangibles, leases, and other receivables with balance >\$50k.
- Reviews accuracy of rent payments and inquire if there are any new leases during the period.
- Performs AR aging with bad debt analysis.
- Work closely with upper management to assure the company is SOX compliant.

8/2017 to 6/2019 Minka Lighting, Inc. – Staff Accountant
Corona, CA 92882

- Assists in compiling and verifying financial information to prepare journal entries to the general ledger.
- Maintains the Fixed Assets and associated depreciation schedules using Sage Fixed Assets software.
- Prepares forms and maintains information related to sales and use tax for 11 different states; reconciling accounts.
- Prepares and maintains accounts related to property tax, ocean freight, and FIFO inventory.
- Processes OEM and letter of credits documentation through Bank of America CashPro platform.
- Prepares a weekly summary of financing and purchasing report utilizing CashPro platform for management.
- Prepares weekly telegraphic transfer for Chinese vendors using a modify AP trial balance.

Software: MS Word, Outlook, Excel – Intermediate (formulas, pivot tables, VLOOKUP), Oracle R12, CashPro Online, Sage Fixed Assets, Monarch Pro, Alchemy Search, Mapics software, CNB Online

Education

2017 – 2018 Master of Business Administration – GPA 3.91
University of La Verne, La Verne, CA 91750

2015 – 2016 Bachelor of Arts in Accounting – Major GPA 3.61
University of La Verne, La Verne, CA 91750
- transferred from Mt. Sac Antonio College

Community Service

1/2016 – 4/2017 Volunteer Income Tax Assistance / Tax Counseling for the Elderly
University of La Verne, La Verne, CA 91750

DARCY LIANG

Irvine, CA ♦ 949-233-4998 ♦ dlliang@cox.net ♦ [linkedin.com/in/darcyliang](https://www.linkedin.com/in/darcyliang)

Accounting Professional / Bookkeeper / Office Manager / Administrator

Experienced accountant and bicultural professional with strong accounting and administrative skills. History of consistent performance and accomplishment while employed in positions of trust, reporting directly to owners or top management. High productivity, accuracy and attention to details. Mandarin Chinese fluency with diplomatic, journalist and business experience. Key competencies:

- Bilingual Communicator Relations
- Training Development Quality Assurance
- Accounts Payable / Receivable Management
- Human Resources
- Budget / Forecast
- General Ledger
- Customer
- Audit /
- Office

PROFESSIONAL EXPERIENCE

Administration Manager/ Accountant/Human Resources

Haisheng International Inc., Irvine, CA
2017-Present

Report to General Manager for this Fruit Juice Concentrate Import Company headquartered in Xian China.

- Review and process Accounts Receivable, Accounts Payable and Expense Reports.
- Perform Month End close and produce Journal Entries.
- Analyze Fixed Assets and other Balance Sheet accounts.
- Increased employee retention above 90% by promoting a positive work environment.
- Implemented effective HR policies to comply with labor and employment requirements.

- Implemented 401K plan and administer and maintain all activities.
- Cut expenses 15% by implementing inventory controls and ordering procedures.
- Serve as a culture liaison within the organization and between vendors and customers.

Accountant

Superior Transportation Associates Inc. (STAjets), Santa Ana, CA 2016 – 2017
Reported directly to the CFO and Director of Management for this executive charter and aircraft management firm located at John Wayne airport.

- Generated invoices for customer billing and performed accounting record management.
- Formulated / Assembled, tabulated and calculated accounting data.
- Processed and entered Payables and Receivables.
- Created custom reports for review and analysis of general ledger account activity.
- Converted from QuickBooks Desktop to QuickBooks Online cloud based accounting.
- Reviewed accounting fiscal / financial data records and analyzed / approved expense reports, flight logs, catering and fuel invoices.
- Provided interpreting and translation services for Chinese customers.

Accountant

Lugano Diamonds & Jewelry, Newport Beach, CA 2013 – 2015
Worked directly with founding owner and president to establish a professional accounting department for this exclusive high-end manufacturer of luxury gemstone jewelry; ensured financial reporting was [transparent](#) and consistent with GAAP standard.

- Developed accounts payable system and procedures; researched and reconciled vendor accounts and repaired vendor relationships.
- Established sales reporting procedures and implemented accounts receivable system.
- Posted, arranged and balanced financial data records.
- Prepared, reviewed and verified the accuracy of various financial and statistical reports.
- Upgraded general ledger system to accommodate newly opened branch store and new division of business and created procedures to properly input, track and report activities.
- Compared schedules and created month-end financial and budget reporting system.
- Used computer-based accounting systems to input data and to utilize output reports.
- Utilized Mandarin skills to communicate with Chinese vendors and customers.

Accounting Manager

Signature Flight Support, Santa Ana, CA 2000 - 2012
Managed all accounting department functions for a British company that provided fuel and services to general aviation and commercial airlines; saved company \$15K by detecting POS pricing error and other major issues and providing analysis, corrections or suggested solutions.

- Supervised or assisted one direct report in A/R, A/P, Inventory, General Ledger, Fixed Asset, Cash Management and month end close; five indirect reports in Customer Service and Billing.
- Provided training to accounting personnel.
- Designed and implemented proper accounting procedures and controls.
- Interfaced effectively with the County officials and agencies during audits.
- Recognized as "Top 5" company-wide in accounts receivable collection performance.
- Successfully passed annual internal and external audits from 2000 to 2012.
- Prepared and analyzed monthly financial and operating statements.
- Negotiated with vendors to reduce cost significantly.
- Developed base departmental budget, utilizing complex mathematical calculations and verified computation.
- Audited accounts, ledgers and reports substantiating individual transactions for accuracy.
- Translated for a Chinese delegation for the planning of business projects in Shanghai.

EDUCATION

MBA, International Business, National University, Irvine, California (Graduated with honors -3.88 GPA)

BA, English, Beijing Foreign Language Institute, Beijing, China (top 10%)

PROFESSIONAL DEVELOPMENT

Post-graduate business study, Colorado College, Colorado (Dean's List)

TECHNICAL SKILLS

Excel, Word, Outlook, QuickBooks, SAP, Oracle Hyperion Management Software, Avianis CRM Customer Relation Management, Expensify Realtime Expense Reporting, FMS Fuel System

James Hsu

914 N Electric Avenue, Alhambra, CA 91801
[(626) 675-3606] [JamesChihHsu@gmail.com]

EDUCATION

University of California, Los Angeles

B.A.: Economics, 2017

CPA Exam- All sections passed

WORK EXPERIENCE

Wand Group, Inc.

City of Industry, CA

Full Charge Accountant, Junior Staff Accountant

July 2019-Present

- Performed full cycle accounting functions from recording journal entries to preparing financial statements for the review of CFO
- Prepared monthly bank reconciliation to identify any missing transactions and reconcile any difference between company and bank cash balance
- Performed reconciliation of tens of thousands of sales and cash receipt transactions to ensure that Accounts Receivable and commission expense accounts were recorded accurately
- Streamlined accounting processes using advanced Excel formulas resulting in over 70% data entry time saving
- Managed month-end closing and assessed the reasonableness of revenue and expenses
- Verified that over 1,000 daily orders were invoiced and recorded accurately before posting

Wei-Chuan U.S.A., Inc.

City of Industry, CA

AP Accounting Assistant

July 2018-July 2019

- Assisted with new Enterprise Resource Planning (ERP) integration with Accounts Payable processes
- Ensured payments were made timely to employees and vendors
- Performed miscellaneous functions such as preparing 1099 dividend form, providing capital asset documentation to independent CPA for audit, and paying state corporate taxes

Tawa Services, Inc.

Buena Park, CA

Accounts Payable Specialist

Aug 2017-May 2018

- Identified various issues and improved invoice flow performance of retail stores
- Reviewed and coded over 200 invoices daily, ensuring appropriate documentation, approvals, and any discrepancies, were resolved before issuing payments
- Corresponded with over 1,000 vendors via email and phone
- Led vendor statement team to conduct vendor payment research to ensure efficiency and effectiveness in the payment process

ACTIVITIES & VOLUNTEER EXPERIENCE

Christian Zion Church

Rowland Heights, CA

Volunteer

Jun 2011-Present

- Planned and organized special holiday events with other volunteers
- Assisted in charity events which provided for those in need in the community

YWCA

Taipei, Taiwan

Camp Counselor

Summer 2013

- Developed program curriculum in weekly team meetings
- Cooperated with parents to meet their expectations for the children
- Initiated group activities for children aged from 9 to 12

SKILLS

- Proficient in Microsoft Excel (Vlookup, Pivot table, and formulas) and Word
- ERP: Proficient in SAP and Sage (100 and X3)
- Bilingual in English and Chinese Mandarin with proficiency in writing, speaking and reading

Jiayan Bao (Shirley)

Phone: 850-865-0345

E-Mail: shirleybao118@gmail.com

Performance Profile

A diligent and multilingual Junior Accountant graduated with MBA and a bachelor's degree in Finance. Completed coursework in economics, accounting, financial analysis, statistics and marketing research. Highly effective perform in a collaborative team environment with adaptability to rapid changes in fast paced, high-pressure situations. Motivated with strong communication, interpersonal and presentation skills. Experienced in dealing with expense applications, payroll process and AP on Quickbooks.

Professional Skills

- Communication skill
- Critical thinking
- Multitasking skill
- Teamwork
- Motivation and Energy
- Business Japanese

Experience

Pasona Group

2018.2-2019.1

Global Business Management Division

US Team Junior Accountant

- ◆ Used the Agave system to process expense applications from clients and prepared weekly reports in Excel (pivot tables) for two projects
- ◆ Collected payroll data from clients, sorted data into a Payroll schedule (Excel), and managed the payroll process on Precision (also known as Isolved software) twice a month for four different projects
- ◆ Worked as AP accountant, collected expense reports and ECA reports from clients, and made Journal entries on Quickbooks
- ◆ Checked the company's bank statement semi-monthly, and processed positive pay twice a month
- ◆ Maintained Japanese manners and business Japanese both in writing and speaking
- ◆ Arranged team meetings (both domestic and international meetings with clients) and seminars

Shanghai Nadeshiko Art Company

2014.10-2015.3

Administrative Assistant

- ◆ Maintained excellent written and oral communication skills (ex: handling incoming calls and writing manuscripts, correspondences, and minutes)
- ◆ Translated business documents and staff training materials from Japanese into English or Chinese
- ◆ Arranged the details of special events, corporate agendas, and itineraries
- ◆ Managed capital purchases and generated and maintained equipment for tracking records

**MCM Company (Shanghai)****2014.6-2014.9****Accounting Department Intern**

- ◆ Organized and classified invoices, checks and vouchers
- ◆ Inputted related business documents into the company's computerized accounting software
- ◆ Collected invoices, performed receivables and payables cost accounting, made budgets, distributed salary payments and reimbursements, and did purchase cost auditing

China Construction Bank Internship**2013.6-2013.9****Lobby Receptionist**

- ◆ Worked with the lobby manager to help maintain customer order and resolve customer inquiries
- ◆ Studied private business simple operation processes and engaged in the customer service lobby
- ◆ Opened internet banking and mobile banking services in charge of questionnaire data

Education

MBA**2015.9-2017.9**

Doshisha University Business School (Kyoto, Japan) 3.47 GPA

Bachelor of Arts in Finance**2011.9-2015.6**

Shanghai University of International Business and Economics 3.5 GPA

Bachelor of Business Administration - Financial Services 2011.9-2015.6

Douglas College (Canada) 3.5 GPA

Activities & Skills

Student Union member (2011-2015)

Coordinate and support Student Union's events and activities

2015

HSBC World Golf Champion (WGC) volunteer

Shanghai Takashimaya *Kodomonohi* Celebration volunteerShanghai Takashimaya *Natsumatsuri* Festa volunteer**2014**2014 *Seijinshiki* volunteer (held by the Japanese Consulate in Shanghai)**Language**

English (TOEIC score of 920) / Japanese (JLPT N1 certified)

Technical skills

Proficient in MS Word, Excel, PowerPoint and Outlook

Vivian Fu

CORPORATE ACCOUNTANT · COST ANALYST · MSA (MAJOR IN ACCOUNTANCY) · AICPA ELIGIBLE CANDIDATE

20407 Via Navarra, Yorba Linda, CA 92886

☎ (312)730-7271 | ✉ f.kateeq@gmail.com

Objective

MSA with 6 years of experience in administrative, accounting, and financial functions in private company. Actively pursue the CPA license. Extensive knowledge in accounts payable, accounts receivable, COGS, inventory, general Ledger, account reconciliation, financial statement and business operation. Consistent track record of efficiency, multitasks skills, detail-oriented, organization, reliability, positive working attitude and strong ability to operate computerized accounting systems and office applications.

Work Experience

Milky Way International Trading Corp.dba. MW Polar Foods

Norwalk, CA

CORPORATE ACCOUNTANT

May. 2017-Present

- Monitor daily cash activities, loan status, AP, AR, COGS and Inventory process to ensure accuracy and fairly presented in financial statements
- Review monthly transactions and reconcile vendor payments and prepaid account
- Perform month end and year end closing functions and assist in year-end audit
- Consolidate monthly, quarterly and year-end financial statements to ensure compliance with GAAP and company policies and procedures
- Analyze monthly variances in business operation, trends, costs, revenue, obligations and create comparative analyses report to CFO and EVP
- Process payroll, employee benefit (401K) reconciliation and perform sales tax, 1099s accurate and timely
- Prepare audit schedule as requested by the bank, CPA Firm and assist with questions
- Develop accounting platform in WebERP by adding monitors and analysis features
- Increase DNB Paydex from 60 to 75 by timely monitoring and processing recognition of debts

Milky Way International Trading Corp. dba. MW Polar Foods

Norwalk, CA

COST ANALYST

Oct. 2014 - Apr. 2017

- Developed actions to improve sales and profits by tracking sales and COGS, and provide sales and margin analysis by categories
- Monitored inventory movement and performed inventory cost control for 12 distribution centers
- Improved cost saving and recommended alternatives to avoid surplus by implementing purchasing strategy and logistic arrangement
- Analyzed expenses and expense accruals to ensure record appropriately on a monthly basis
- Managed payment strategy planning for business activities and prepared financial models for management of portfolio
- Saved contingent expenses more than 170K by catching up fraud billings and disputing claims

Milky Way International Trading Corp.dba. MW Polar Foods

Norwalk, CA

STAFF ACCOUNTANT

Jan. 2014 - Sep. 2014

- Processed journal entries and perform account reconciliation for account payable, account receivable and inventory adjustment
- Created process analysis and supported all areas of responsibility within a 5 person accounting team
- Examined broker commission on monthly basis and analyzed 3-years comparison report to management
- Conducted insurance, loan and regulation review and contracts renewal

Honor Flight Chicago

Chicago, IL

FINANCIAL ACCOUNTANT INTERN

Apr. 2012 - Sep. 2012

- Managed daily cash activities including recording, posting journal entries in Quick Books and reconciliation of accounts to ensure accuracy
- Assisted with the CPA to prepare monthly bank reconciliation and financial statements
- Improved cost saving 20 percent by properly selecting vendors and implementing cost efficiency controls on supplies

Education

DePaul University

Chicago, IL

MASTER OF SCIENCE IN ACCOUNTANCY

Aug. 2011 - Nov. 2013

Beijing Forestry University

Beijing, China

BACHELOR OF SCIENCE IN MANAGEMENT (MAJOR IN ACCOUNTANCY)

Sep. 2006 - Jun.2010

- Academic Honors: Excellent Academic Paper Award of the University Academic Paper Contest, Beijing, 2010

Skills

Software Microsoft Excel(VBA, PivotTables, Macros), PowerPoint, Word, Outlook, Access, Adobe Acrobat, Quick books, WebERP
Languages English (full professional proficiency) and Chinese (native language)

YIRAN YAO

IRVINE, CA 92618 • (949) 735-7018 • YAOYR22@GMAIL.COM

PROFESSIONAL SUMMARY

Self-motivated tax accountant with more than 3 years of experiences in tax filing for individuals, pass-through entities and corporations. Prepared and reviewed *hundreds of* tax returns. Provided comprehensive accounting service for 20 ongoing clients. Receive all 5-star reviews from clients.

EDUCATION

University of California, Irvine

Graduation Date: June 2016

Master of Professional Accountancy

The Pennsylvania State University, University Park

Graduation Date: May 2015

Bachelor of Science, Accounting

Minor in Economics

WORK EXPERIENCE

K A L L Accountancy Corporation, West Covina, CA

May 2019 – Present

Tax Accountant

- Prepared and reviewed federal and multi-state tax returns for personal and business
- Prepared and filed payroll tax returns, sales tax returns and annual business property statements(Form 571-L)
- Assisted and performed several 401(K) plan audits
- Assisted with special projects, including IRS audit, sales tax audit, review and compilation

Christopher Huang CPAs, Inc., Irvine, CA

January 2016 - May 2019

Tax Accountant

- Prepared and reviewed hundreds of federal and multi-state tax returns for Individuals, Partnerships, LLCs, S Corporations, and C Corporations (1040/1040NR/1120/1120S/1065, AZ/ CA/ DE/ FL/ IL/ MA/ MN / NY/ WI state filing)
- Conducted consulting services for clients regarding their filing status and related tax issues
- Conducted foreign tax compliance, including foreign withholding taxes and foreign tax credit (Form 2555/ Form 1042S /Form 5471 /Form 5472)
- Provided comprehensive bookkeeping and accounting services for multiple clients in various industries (manufacture, real estate, venture capital, hospitality industry, etc.)
- Managed general ledger transaction and reporting and performed account reconciliation
- Provided financial analysis for clients and assisted with documentation for annual audit
- Completed payroll, payroll tax deposits, payroll tax returns and 1099/W2 forms
- Prepared and filed monthly and quarterly sales and use tax deposit and tax returns
- Assisted clients to setup business, register federal and state tax information and dissolve business

Lenovo, Beijing, China

July 2015 - August 2015

Worldwide Accounting Department Intern

- Prepared applications for fund transfers and submitted to headquarter to ensure the circulation of funds
- Collected and sent contracts and invoices to banks
- Created Excel reports and updated the data for reconciliation

LEADERSHIP & VOLUNTEER

Pennsylvania State University Chinese Students and Scholars Association

April 2013 - April 2014

Recreation and Sports Department Coordinator

- Planned and organized basketball matches and recreation events every semester
- Organized and supported 16 university team leagues, comprised of three hundred people

SKILLS/OTHER:

Language: Fluent in Mandarin

Programs: Lacerte, QuickBooks, CCH ATX, Microsoft Office Suite

WEIFANG HAO

Irvine, CA 92614 • (435) 754-6149 • weifangh@uci.edu • www.linkedin.com/in/weifanghao

SUMMARY

CPA candidate and possess a Master Degree in Accounting.

SKILLS

- Lacerte
- Excel
- QuickBooks
- CFS Tax Tools
- Tax Return Preparation
- Tax Planning
- Financial Statement Analysis and Review
- Customer Service
- Tableau
- SQL Server 2014
- Visio 2013
- Financial Modeling
- Data Analysis
- Team Leadership
- Teamwork
- Writing

PROFESSIONAL EXPERIENCE

DARREL WHITEHEAD CPAS, Huntington Beach, CA

07/2018-now

Tax Accountant

- Gather client information necessary for filing tax return
- Prepare trial balance work papers for partnership, LLC, S-Corp, and C-Corp for tax preparation
- Prepare accurately annual tax extensions and tax returns for individuals, partnership, LLC, S-Corp, C-Corp, Trust, and Non-profit organizations
- Research tax law and regulations and resolve tax issues
- Prepare and review compiled financial statements
- Perform tax planning based on Tax Cuts and Job Acts for clients
- Setup LLC and corporations in multi states
- Maintain corporation documentations to conform with state law (Operating Agreement, Bylaws, Meeting Minutes)

BOHENG DATA LLC, Newport Beach, CA (Part-Time)

06/2014-06/2018

Accountant and Data Analyst

- Maintain financial record by entering transactions using Excel and QuickBooks
- Create professional invoices using QuickBooks
- Prepare accurately annual tax returns and implement suitable tax planning strategies
- Conduct data analysis and generate reports by writing SQL queries

H&R BLOCK, Santa Ana, CA (Seasonal)

12/2017-04/2018

Tax Research Specialist

- Evaluate tax questions by live chat or e-mail and provide the best tax advice for the clients
- Prepare accurate response in a timely manner for 700+ clients (individuals, self-employment, S-Corporation) with the average survey score 4.7 out of 5.0
- Review complicated tax returns as well as troubleshoot H&R Block tax software issues
- Conduct tax related research via H&R Block Tax Research Center, IRS website, and RIA Checkpoint.

INCOME TAX ASSISTANCE PROGRAM (VITA), Utah State University, Logan, Utah

01/2013-04/2013

Volunteer

- Interviewed taxpayers to obtain additional information on taxable income and deductible expense and allowances
- Prepared accurate individual tax returns for 20+ domestic students and international students

UTAH STATE UNIVERSITY, Logan, Utah

07/2005-05/2013

Research Associate

- Led and completed two National Science Foundation (NSF) projects (worth \$450,000 and \$670,000)
- Trained 11 undergraduate and graduate students on how to collect data and perform research

EDUCATION

UC Irvine, The Paul Merage School of Business, Irvine, CA
Master of Professional Accountancy, Cumulative GPA: 3.90
Faculty Fellowship Recipient

CPA Eligibility: 06/2018

Utah State University, Logan, Utah
Doctor of Philosophy, Organic Chemistry, Major GPA: 4.00

05/2012

ADDITIONAL INFORMATION

- Publications: Authored or co-authored 12 academic articles and 1 book chapter
- Detail-oriented
- Language: Bilingual in English and Chinese



JOSEPH CHRISTIAN THOR

CPA CANDIDATE

1817 Elevado Avenue, Arcadia, CA 91006

thor.josephchristian@gmail.com - (626) 353-5045

www.linkedin.com/in/joseph-thor-0130495a

OBJECTIVE

I am to add value to a firm by contributing my unique blend of interpersonal and analytical skill. I can offer strong determination and loyalty in a position that presents increasingly complex challenges. To accomplish shared goals, I will draw upon my strong aptitude and thirst for knowledge.

EDUCATION

University of California, Los Angeles January 2015-May 2017
Certificate in Accounting (with Distinction)

Santa Clara University September 2005 -June 2009
Bachelors of Business -Finance
Honors and Activities: Santa Clara Preferred Scholarship, Santa Clara Ambassador, Intramurals Assistant, SCU Poker Club, SCU Finance Club

Loyola High School September 2001-June 2005

WORK EXPERIENCE

Los Angeles Dodgers/Self, Los Angeles, CA February 2019-October 2019
Merchandise Sales/Per diem
Executed proven personal methods to increase personally responsible sales by 80%. Recognized by leadership as Dodger Pride nominee. In addition, performed returns and accounting engagements.

Levy & Company, LLP., Marina del Rey, CA June 2018-November 2018
Tax Accountant/Tax Preparer
Produced tax returns, estimates, and accompanying workpapers and schedules, for individuals, partnerships, trusts, corporations, and a non-profit organization. Produced bookkeeping services on Quickbooks. Coordinated with clients for tax compliance and preparation. Client liaison with IRS and state agencies.

LuKaRo Salon, Beverly Hills, CA Feb 2015-June 2018, Dec 2018-Feb 2019
Controller/Bookkeeper
In charge of accounting operations for a high-end hair salon generating revenues in excess of \$1MM. Produced periodic financial statements, including sales and productivity analysis reports. Initiated a budgeting and forecasting system. Implemented controls for significant deficiencies in sales and cash processing.

American Business Bank, Los Angeles, CA
Recognized by industry publication *Findley Reports* as a "Super Premier Performing Bank."

Corporate Banking Officer June 2012-October 2014
Responsible for comprehensive relationship management, including independent business development, portfolio management and credit underwriting. Focused on in-depth analysis to determine viability of prospects and ongoing health and trends for existing clients. First CBO in bank history promoted internally.

Loan Review Analyst July 2009-June 2012

CPA EXAM

- ✓ BEC (89)
 - ✓ FAR (79)
 - ✓ AUD (88)
 - ✓ REG (75)
- *1st cohort in new version of Exam

LINKEDIN ENDORSEMENTS

Business

- Financial Analysis
- Financial Advisory
- Analytical Reasoning
- Business Writing
- Portfolio Management

Personal

- Finding common thread with those of diverse backgrounds
- Making the complex simple
- Knowledge of current events and able to speak on them

SKILLS

- Prosystems Suite
- Engagement
- PDFlyer
- Quickbooks
- Microsoft Office Suite
- Type 80 WPM

LANGUAGES

- Spanish
- Mandarin Chineses (Learning)



E-COMMERCE SPECIALIST



Average salary
20/hour

Average experience
3 years

Linda Chang

626-537-0340

lchangjb@gmail.com

EXPERIENCE

Traveler's Choice / GA Golden Pacific, Pomona, CA

Inventory Management Specialist, Ecommerce

Jun 2012- Present

- Analyze sale records and manage inventory to circumvent low stock or overstock
- Utilize Excel to create and maintain appropriate stock levels to support upcoming demand based off consumer forecasts
- Work with merchandisers and logistic department to confirm arrival times

Marketing Assistant, Ecommerce

- Processed orders for customers through Amazon, Wal-Mart and Traveler's Choice site
- Created, reviewed, and updated weekly and monthly marketing reports
- Assisted in providing product images and information for customers
- Cross-trained employees on order processing, updating customers weekly inventory and SOPs for guidance
- Processed order returns, request breaking/nesting of product sets and item transfers from other departments for orders
- Opt-in product deals for customers site sales to meet margins
- Created comparison charts of similar products and price range in the market
- Provided suggestions and inputs for Traveler's Choice website design and work flow

Merchandiser

- Managed samples on new developments to properly execute as designed
- Communicated via email with oversea teams on sample approvals and production status
- Negotiated and compared item pricing between multiple factories
- Worked closely with internal and external vendors to ensure timely and accurate project information
- Initiated the standard operation procedure (SOP) of merchandise for oversea factories

Graphic Designer

- Executed monthly and seasonal advertisements for email campaign blasts
- Drafted and refined numerous flyers catered to clients with variations for show displays
- Collaborated with major outdoor clients, such as Cabela's, to design and customize hang tag and packaging
- Designed print and PDF presentations for meetings with clients; presented unique perspective of product information and images as tactical method to attract target market
- Received, resized, and prepped customer logos for silkscreen on ordered products

Lyle Center, California State Polytechnic University, Pomona

Aug 2011-Oct 2011

Graphic Designer

- Appointed designer for the re-branding of Lyle Center's logo identity and stationary
- Conducted photo shoots of Lyle Center's beautiful landscape for upcoming advertising collateral
- Designed additional digital advertisements, such as web banners, with the new, redesigned logo identity

SKILLS

Mac and PC proficient Microsoft Office, Excel (Pivot Tables and VLOOKUP)

Adobe Acrobat Pro DC, Adobe Creative Suite, Illustrator, InDesign

Chinese (Mandarin) and Taiwanese - Proficiency in speaking

EDUCATION

California State Polytechnic University, Pomona, CA

June 2012

Bachelor of Fine Arts in Graphic Design

Serena WANG

serena94318@outlook.com 2134317646

EDUCATION

Shanghai Jiao Tong University (SJTU)

Shanghai, China

Master of Communication and Journalism

March 2019

University of Southern California

Los Angeles, CA

Master of Business Management

May 2018

Courses: Marketing strategy, Customer insights and analysis, marketing analytic

JiangSu Normal University

XuZhou, China

Bachelor of Broadcasting And Journalism

July 2016

WORK EXPERIENCE

Exhivisit

Los Angeles, US

Event planning manager

Jan, 2019

- Researched on cities and planned, operated trade shows in terms of local needs with chamber of commerce
- Social media and e-mail marketing for trade shows and upgraded the website and promotional materials
- Cost management and following up works with clients and chamber of commerce

Chinese investors

Los Angeles, US

Marketing research specialist

Aug, 2018

- Responsible for promoting company brands and products on SNS platforms such as Facebook, Google+, Twitter, YouTube, Pinterest, LinkedIn, collecting fans, organizing events, and advertising operations.
- Experienced in social media, copywriting and event planning. Independently plan community activities.

Cornmi Tech LLC

Los Angeles, US

E-commerce marketing specialist

March 2018

- Cooperated with branding agency to create contents for our products and manage social media
- Market research on electronics and provided design or new products insights to our team in China

Guang ming Daily

Nanjing, China

Reporter intern

Summer 2014

- Daily responsibilities include receiving assignments for stories, evaluating leads and pitching compelling story ideas to editors, revising and editing work for editorial approval, and collaborating with other reporters, editors, and production staff
- Attend and report on events such as artistic, political, or social functions as well as sporting events

CAMPUS ACTIVITY

Tourism And Propaganda Experience Camp with China Youth Daily

Summer 2016

- Surveyed and interviewed Qiandongnan Miao and Dong Autonomous Prefecture, Lishui (a county in Zhejiang Province), Shanghai and published two releases recording the life there

Honored the best promotion elite and granted tourism spokesman of Qiandongnan Prefecture

Operator of Shanghai Jiao Tong University(SJTU) Official Microblog(remote position) Fall 2016-present

- Regularly posted campus events and news, contacted other universities, communicated with sponsors

Organizer of The First Global Portrait Photography Contest

Winter 2016

- Wrote planning scheme, guideline for contributors, invitation letters for raters and financing 150,000 RMB with SJTU
- Contacted professors, professional photographers, media via social media to promote the event and invited them to be raters.

SKILLS

Computer: Microsoft office, Sawtooth, Mac, SPSS, SQL, Tableau

Social media: Instagram, Twitter, Facebook, We-chat and microblog Language: Chinese, English

LAURENCE LEE

LA HABRA HEIGHTS, CA | (626) 617 – 9691 | LAURENCELEE726@GMAIL.COM

Portfolio: laurencethewriter.com

EXPERIENCE

JUNIOR COPYWRITER | NOVEMBER 2017 – SEPTEMBER 2019

EXEMPLIS, LLC, CYPRESS, CA

- Developed copy and voice across all print and digital collateral for company's three brands in addition to healthcare, educational, and government channels
- Collaborated with teams such as Product, Digital, and Executive on product launch emails, monthly and industry newsletters, PR campaigns, and all initiatives for direction and messaging
- Proofed all creative and technical copy for consistency and correctness before production and print
- Bolstered social media content, gaining YOY follower growth of 88% for Instagram and 134% for Facebook; 2.2% engagement for Instagram (highest among industry competitors)
- Restructured decade-old price guides for SitOnIt Seating and IDEON for style, grammar, and consistency; created Symmetry price guide from scratch

E-COMMERCE SPECIALIST | AUGUST 2015 – NOVEMBER 2017

TAWA SUPERMARKET, INC., BUENA PARK, CA

- Owned digital calendar for social media, maintaining branding and customer engagement; reaped a monthly benchmark of 100K+ reach, 16K+ post engagements, and 500 page likes
- Managed copy, images, and data for over 5,000 SKUs for CMS such as GMR, Magento, Google Express, and Amazon Prime Now, ensuring platform visibility and correctness
- Trained and supervised in-store associates bilingually in addition to developing SOP for 99 Ranch, Amazon Prime Now, Instacart, and Google Express e-commerce initiatives
- Managed customer service via phone and email for 99 Ranch's e-commerce, resolving order issues in a prompt manner while identifying potential sales and retaining existing customers

MARKETING SPECIALIST | DECEMBER 2013 – AUGUST 2015

TAWA SUPERMARKET, INC., BUENA PARK, CA

- Lead copywriter for over 100 in-store newsletters, 20 press releases, and various in-store promotional signage
- Developed strategy for email and social media, which led to a 20% increase in Facebook likes and Instagram followers
- Assisted with partnerships such as ABC's "Fresh Off The Boat" and The American Heart Association to brand 99 Ranch to a younger millennial audience
- Managed customer service via phone and email in addition to company accounts and listings for Yelp and Google
- Performed market research and retail industry trends for projects, company initiatives, and store openings

ONLINE MARKETING INTERN | FEBRUARY 2013 – MAY 2013

MEMORABLEGIFTS.COM, MONTEBELLO, CA

- Provided SEO-based copywriting for company's blog and website product catalog of 1,000+ SKUs
- Conducted keyword research via Google AdWords and Google Analytics for website content, utilizing SEO strategies such as on-page optimization and link building

EDUCATION

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

BACHELOR OF ARTS IN COMMUNICATION (2012)

SKILLS & INTERESTS

- Adaptable, flexible, and detail-oriented. A team player but also an independent worker.
- Can speak near-fluent Mandarin Chinese
- Basic knowledge of Google AdWords (keyword research) and Google Analytics
- Certified in October 2019 by SEMrush for Keyword Research and On-Page & Technical SEO
- Love current events & pop culture, hiking, coffee, traveling, cars

EXECUTIVE SUMMARY

A self-taught web developer with ~ 2 years of professional experience in Front-end and Back-end development with experience in JavaScript, WordPress, React, Node.js, HTML5, CCS3 etc.

PROFESSIONAL SKILLS & INTEREST

- JavaScript
- React / Vue
- Node.js
- WordPress (PHP)
- Database
- Object Oriented Programming

WORK EXPERIENCE

Capital Brands, LLC 12/2018 – Present

The leading innovator of the personal blender NutriBullet with over 50 million customers worldwide.

Full Stack Web Developer

Develops a heavily customized [Ecommerce website](#) from the ground up.

- **WordPress & PHP & MySQL:** Develops a high traffic Ecommerce website that communicates with a cloud ERP business system using WordPress, PHP and MySQL database.
- **WooCommerce:** Creates a user-friendly online shopping experience using WooCommerce; Extends and customizes functions according to business requirements.
- **JavaScript/jQuery:** Enhances the browsing experience on interactive pages by using jQuery, AJAX and JSON.
- **Agile:** Participates in Agile software development with daily scrum meetings, bi-weekly sprint planning meetings, and makes use of tools such as Jira and GitHub.
- **Team Collaboration:** Maintains close communication with Project manager, UX designer, QA team and other developers to finish tasks efficiently.

2020 Moda Inc 04/2017 – 11/2018

An Ecommerce startup company.

Ecommerce Specialist

Creates Ecommerce websites and manages product listings.

- **WordPress & WooCommerce:** Successfully develops [a customized Ecommerce website](#) by leveraging WordPress's WooCommerce plugin and Bootstrap CSS framework.
- **API Web Service:** Improves data entry productivity by using an image API web service to easily obtain a list of image URLs.
- **Learning Skill:** Changes the way how our products are listed online by learning to use an Ecommerce platform to efficiently manage inventory of hundreds of products and increase sales.

Uche 02/2017 – 03/2017

A peer-to-peer car renting startup company.

Front End Developer (Internship)

Assisted in creating company website.

- **Laravel & Vue:** Gained new knowledge on the company website technologies, Laravel and Vue, by studying two online courses.

- **Vue:** Created a [file uploading page](#) for the company website using Vue.
- **Figma:** Learned the fundamentals of a collaborative interface design tool (Figma).

VOLUNTEERISM

[GOLDEN AGE VILLAGE](#)

11/2015 – 12/2016

A non-profit organization that provides rental assistance to seniors since 1980, has a total of 120 rental units and ~150 senior residents.

Web Developer & Computer Class Teacher

Led a weekly computer class and created an informational WordPress website for the organization.

- **WordPress:** Created [a bilingual customized WordPress website](#) to help the organization attract more donors and volunteers.
- **Leadership:** Planned and taught a weekly computer class to senior residents (incl. lesson planning, teaching, and tutoring), helped to enhance their knowledge on smart devices.
- **Learning:** Learned to use a computer language, Markdown, to easily write formatted lecture notes that are easy to read.

RELEVANT PROJECTS

[freeCodeCamp \(Online Web Development Course\)](#)

- Gained hands-on experience on JavaScript, React and Node.js by successfully building 5 data visualization projects, 5 APIs and micro services projects, and 1 full stack application project all from scratch.

[The Odin Project \(Online Web Development Course\)](#)

- Developed more than 20 projects with HTML, CSS, JavaScript and Ruby while studying an online web development curriculum.

EDUCATION

B.S. in Electrical Engineering, Concentration of Software Systems.

[University of California, San Diego](#) (La Jolla)

Relevant Courses:

- Introduction to Computer Science and Object-Oriented Programming: Java
- Software Engineering
- Design & Analysis of Algorithm
- Advanced Data Structures

OTHER RELEVANT INFORMATION

Additional Languages: Mandarin Chinese (native), Cantonese Chinese (native)

Computer Skills: React, Vue, React Native, Node.js, Express, MongoDB, HTML, CSS, JavaScript, RESTful APIs, Git, GitHub, SASS, npm, Sketch, Photoshop, Gulp

XINYUAN WANG

serena94318@outlook.com

EDUCATION

Shanghai Jiao Tong University (SJTU)

Shanghai, China

Master of Communication and Journalism

March 2019

University of Southern California

Los Angeles, CA

Master of Business Management

May 2018

Courses: Marketing strategy, Customer insights and analysis, marketing analytic

JiangSu Normal University

XuZhou, China

Bachelor of Broadcasting And Journalism

July 2016

WORK EXPERIENCE

Exhivisit

Los Angeles, US

Event planning manager

Jan, 2019

- Researched on cities and planned, operated trade shows in terms of local needs with chamber of commerce
- Social media and e-mail marketing for trade shows and upgraded the website and promotional materials
- Cost management and following up works with clients and chamber of commerce

Chinese investors

Los Angeles, US

Marketing research specialist

Aug, 2018

- Responsible for promoting company brands and products on SNS platforms such as Facebook, Google+, Twitter, YouTube, Pinterest, LinkedIn, collecting fans, organizing events, and advertising operations.
- Experienced in social media, copywriting and event planning. Independently plan community activities.

Cornmi Tech LLC

Los Angeles, US

E-commerce marketing specialist

March 2018

- Cooperated with branding agency to create contents for our products and manage social media
- Market research on electronics and provided design or new products insights to our team in China

Guang ming Daily

Nanjing, China

Reporter intern

Summer 2014

- Daily responsibilities include receiving assignments for stories, evaluating leads and pitching compelling story ideas to editors, revising and editing work for editorial approval, and collaborating with other reporters, editors, and production staff
- Attend and report on events such as artistic, political, or social functions as well as sporting events

CAMPUS ACTIVITY

Tourism And Propaganda Experience Camp with China Youth Daily

Summer 2016

- Surveyed and interviewed Qiandongnan Miao and Dong Autonomous Prefecture, Lishui (a county in Zhejiang Province), Shanghai and published two releases recording the life there

Honored the best promotion elite and granted tourism spokesman of Qiandongnan Prefecture

Operator of Shanghai Jiao Tong University(SJTU) Official Microblog(remote position) Fall 2016-present

- Regularly posted campus events and news, contacted other universities, communicated with sponsors

Organizer of The First Global Portrait Photography Contest

Winter 2016

- Wrote planning scheme, guideline for contributors, invitation letters for raters and financing 150,000 RMB with SJTU
- Contacted professors, professional photographers, media via social media to promote the event and invited them to be raters.

SKILLS

Computer: Microsoft office, Sawtooth, Mac, SPSS, SQL, Tableau

Social media: Instagram, Twitter, Facebook, We-chat and microblog Language: Chinese, English

Stephen Yuan

Summary of Qualifications

Analytical Mandarin speaking with experience in Real Estate Escrow/Mortgage Processing and CRA. Fully proficient in the Microsoft tools suite.

Work Experience

CRA Analyst(Temp) (May 2019-September 2019)

- Established desktop procedure for handling donations
- Managed donations with Microsoft Access
- Prioritize workflow improvements based on urgency and impact
- Improved donation workflow
- Prepared quarterly board meeting documents

Ecommerce and Digital Marketing Coordinator at Random Gadgets Direct (September 2017-Now)

Ecommerce

- Sourced viable products from various vendors
- Maintain and update Shopify webstore
- Fulfill customer orders

Digital Marketing

- Met all deadlines & budget criteria across products
- Produced Facebook video ads for products
- Improved click through rate by A/B testing AdWords and video ads
- Increased conversion rate by testing product copy
- Tracked ad campaign performance
- Targeted audience with demographic interest and needs
- Created and optimized landing pages to increase conversion rate
- Optimized product page SEO
- Copy write e-mail marketing

Procurement Specialist at Zeelandia Inc. (March 2014-September 2017)

- Managed vendor coordination, freight arrangement, cash flow
- Sourced local suppliers

Escrow Assistant/Mortgage Processor at Victoria Financial (October 2011-January 2014)

- Ranked 10,000 customers on repeat businesses
- Analyzed customers' mortgage affordability
- Drew conventional mortgage documents for Fannie Mae and Freddie Mac and created procedure to ensure quality
- Processed mortgages applications using Corelogic Credco and Encompass

Language Skill

Fluent in English and Mandarin Chinese

Education

Bachelor of Science in Finance from California State University, Sacramento

Portfolio

- <https://stephen-yuan.com/>

Hania Rouhani

Los Angeles, CA 90048

hania.rouhani@gmail.com

310.940.3734

<https://www.linkedin.com/in/haniarouhani>

Objective: To further expand my career in the Arts by offering my unique industry experience, client relationship management and a true passion for creative production and business development.

Education:

- **University of California, Los Angeles**
Bachelor of Arts Degree in Art History - 2009
- **Santa Monica College**
Associate of Arts Degree in Fine Arts - 2006
- **Santa Monica College - Study Abroad Program:** Completed an intensive course in anthropology by conducting archeological fieldwork in Belize and Guatemala.

Work Experience:

- **Meena Consulting:** January 2019 - July 2019
Position: Senior Content Strategy Manager, Interior Design
Duties: Managed ten AD100 and Elle Decor A-List interior designer's social media accounts, and promoted recent projects, achievements and press mentions; handled content acquisition, strategic curation, scheduling, and caption copywriting; handled all counter-engagements, and social audience growth.; worked directly with clients on media planning and executing campaigns, initiatives and on telling their brand story.
- **Dragonette:** October 2017 - October 2018
Position: Showroom Manager and E-Commerce Specialist
Duties: Managed the day to day operations of the showroom, and managed all e-commerce platforms: 1stdibs, Dering Hall, Art Design Carta, and InCollect. Assisted the president with Legends 2018.
- **Barakat Gallery:** August 2017 - February 2018
Position: Design Trade Specialist
Duties: Served as the primary contact and liaison between the two galleries (Beverly Hills and LCDQ) and the interior design community; sought new Trade accounts through meetings, industry functions and trade shows; identified and engaged new client prospects, and executed marketing emails and targeted events that captured increased sales; conducted research and published articles on ancient artifacts (Pre-Columbian, Egyptian, Chinese, Asian, Biblical, Islamic, Near Eastern, and Classical Art), tribal arts and decorative arts; managed Artsy, ArtNet, Decaso, and WordPress e-commerce accounts; assisted with planning and hosting exhibition openings, panel discussions and book signings.
- **1stdibs.com:** June 2016 - December 2016
Position: Account Support Specialist, Trade Relations
Duties: Supported the Trade Account Manager with cultivating strong relationships with new accounts, and expanding business with existing accounts; educated both clients and dealers on how to navigate and utilize the world's largest online luxury marketplace; facilitated the purchase process by liaising between clients and dealers to negotiate final price, determine product quality / authenticity and advise on shipping quotes; utilized multiple CRM systems concurrently to accurately capture all customer and order-related information; collaborated with internal departments (in New York and London) including marketing, user experience, finance, logistics, and dealer support to ensure a smooth, seamless luxury experience; developed and demonstrated a strong understanding of the brand and the Trade platform; identified new client prospects; sought new clients through meetings, industry functions and trade shows.

- **MIX Furniture:** September 2014 - May 2016
Position: Design Consultant
Duties: Worked at two high-paced retail locations and served major residential and commercial projects by consulting on indoor and outdoor furniture, lighting and accessories; prepared invoices, memos, tear sheets, and rental agreements; cultivated strong relationships with new and existing clients and sought new trade clients through meetings and networking events; added and updated inventory on e-commerce platforms; conducted research on African Art and other antique pieces and published articles on the blog.
- **TableArt:** November 2013 - May 2014
Position: Design Consultant, Lead Sales
Duties: Assisted interior designers and with sourcing and designing custom-made luxury tabletop items and accessories such as dinnerware, flatware, linens, and lighting; prepared invoices, purchase orders, memos, tear sheets, and rental agreements; handled all requests and queries from the e-commerce platforms; communicated with vendors, artists and reps abroad and domestic; monitored all details and developments of a special order along with shipping and delivery to ensure the close of a sale and complete client satisfaction; recommended products for media loans; managed all social media networks.
- **Los Angeles County Museum of Art (LACMA):** March 2012 - June 2013
Position: Membership Sales Coordinator
Duties: Informed museum visitors about membership benefits; converted daily visitors into museum members; fundraised for the LACMA Fund; maintained an excellent knowledge of both temporary and permanent collections in order to direct the patrons to specific artwork or genre of art; professionally resolved telephone, email and on-site inquiries from members; provided administrative support, and assisted with membership data entry; processed and mailed out membership packets; trained and supervised new Museum Service Council volunteer staff; inter-departmental communications; assisted with evening events and other projects as needed.
- **Los Angeles County Museum of Art (LACMA):** May 2011 - March 2012
Position: Museum Store Associate
Duties: Conducted both product and membership sales; notified visitors about current and upcoming exhibitions, the museum's permanent collection and public programs; managed and maintained inventory; managed phone orders; inter-departmental communications; closed and balanced daily sales; assisted with book signings and other evening events.
- **Los Angeles County Museum of Art (LACMA):** October 2006 - March 2007
Position: Intern
Duties: Assisted the head curator of the Art of the Middle-East Department with the details of the current and upcoming exhibitions; translated old scripts from Persian to English; provided administrative support; cataloged and archived via The Museum System (TMS) database software; inter-departmental communications; finalized details on the upcoming talks and events.

Technical and Special Skills:

- Competent with Salesforce CRM, Order Management Tool (OMT), Studio Designer, Design Manager, QuickBooks, WordPress, MailChimp, Retail Pro, Patron Edge, Raiser's Edge, Braintree, ShopKeep, Shopify, and The Museum System (TMS)
- Extensive knowledge of e-commerce sales, policies and procedures: 1stdibs, Chairish, Decaso, InCollect, Dering Hall, Art Design Carta, Houzz, eBay, Artsy, ArtNet, and Poshmark
- Strong networking and prospecting abilities; well-connected to the interior design and fine art communities in Los Angeles
- Bilingual: proficient in both written and spoken Persian / Farsi
- Proficient in strategic social media content management and marketing
- Self-motivated with the ability to thrive in a collaborative team environment
- Flexible and availability to work beyond regular hours as needed

Personal:

- Travels: Iran, Austria, Belize, Guatemala, and Israel.
 - Interests: Interior design, contemporary art, art galleries and museums, fashion, photography, world travel, and Egyptology.
-

References:

- Meena Dimian: Social Director / CEO - Meena Consulting
917.887.8856 meena@meenaconsulting.com
- Paul Henderson: Director - Barakat Gallery
310.859.8408 paul@barakatgallery.com
- Ben Reiss: Business Improvement District Manager - West Hollywood Design District
310.770.3249 reiss@visitwesthollywood.com
- Andrea Klodetsky: Interior Design Consultant - MIX Furniture
303.883.4893 aklodetsky@gmail.com
- Blaine Anderson: Manager of Operations - TableArt
267.939.2918 blaine1anderson@gmail.com
- Heather Patton: Director of Operations - Architecture and Design Museum
949.466.4054 hpatton@apulsd.org
- Linda Komaroff: Curator / Department Head of Islamic Art - Los Angeles County Museum of Art
323.857.6274 lkomaroff@lacma.org

SHANE ALI

2233 Rose Avenue Unit D | Signal Hill, CA, 90755 | (310) 386-0346 | shaneanthonyali@gmail.com

Summary

Highly ambitious individual with a background in business financial operations, sales, and marketing. Currently seeking a new challenging position in the financial sector. Knowledgeable in market research and analysis, financial forecasting, and client relationships.

Employment History

Go Nuts Films, Long Beach, California

Director of Production Finance and Marketing, February 2019 – Present

- Manage the budget for an independent film company by ensuring that the company has enough funds on hand to proceed with future endeavors by projecting future cash inflows and outflows.
- Analyze the financial operations of the company by calculating IRR, NPV, and risk versus rewards to determine whether different investment opportunities related to certain aspects of the film are profitable.
- Lead fundraising activities by pitching and presenting film ideas to potential investors.
- Create marketing campaigns for crowdfunding to fund part of the film budget, and develop an interest in the movies.
- Develop film portfolios similar to a mutual fund in which numerous investors can invest in order to obtain capital for future films instead of a one film investment.
- Research tax incentives for films to help the company reduce its tax liability.

Golden Goose Group LLC., Costa Mesa, California

Financial Reporting Analyst/ Director of Product Research and Development, December 2016 – Present

- Make financial decisions for projects by analyzing potential profits to determine what areas would be most profitable.
- Perform research and development for different target markets and products.
- Develop product design and marketing campaigns for various wearable products.

Sun Brothers Services, Rosemead, California

E-Commerce Financial Specialist, April 2015 – October 2016

- Analyzed potential trends for influencers to forecast e-commerce demand trends for Chinese consumers.
- Managed new products and performed market research for large transactions in the \$20,000+ dollar amount.
- Collected and deposited funds from international customers and oversaw shipments operations.

Education

California State University Long Beach

Bachelor of Science Business Administration-Finance, Graduated May 2019

- Cumulative GPA: 3.3, Finance GPA: 3.625
- Member of the Financial Management Association

Long Beach City College

Associates of Science in Business Administration, Graduated June 2017

Skills and Accomplishments

- Bloomberg Market Concepts Certification
- Dean's List with Honors Spring 2015, Spring 2016, Fall 2016 and recipient of CSU Future Scholar Scholarship
- Advanced Microsoft Excel: Pivot Tables, VLOOKUP, INDEX/MATCH, Data Tables, and Macros
- Basic knowledge in SQL, and Proficient in Financial Ratios and analysis
- Certificate of Proficiency in Business Communication-Cal State Long Beach
- IC3 Digital Literacy Certification & Certificate of Accomplishment in Accounting & Business Economics

Personal Activities

Former Youth Ice Hockey player, Avid Golfer, Novice Outdoorsman, Fantasy Football.

HELLEN TAN

11741 207th Street, lakewood 90715, U.S.A | 9176152437 | hellen.tm.tan@gmail.com

Profile

A highly self-motivated sales and marketing specialist in technology and recreational industry with 3+ experience in business category. Positive thinker and team player to carry the project mission.

Experience

Channel & Collegiate Events Marketer

04/2019 – present

GIGABYTE USA INC., City of industry, United States

- Evaluating Marketing campaigns and adapting based on the lessons learned.
- Monitoring competitor's marketing activities and react when necessary.
- Contribute to the collection of market requirements and interact with the product management team to assure that all product developments are in line with the market positioning.
- Average 40% membership growth from the community and average 30% participating rate from every coordinated events.
- Coordinating the Corporate Marketing Communications activities regarding to the new product launch campaign.
- Coordinate with all the departments involved in the organization of the event.
- Event strategy coordination and implementation.
- Negotiated with partners and sponsors.

Account Manager-Distribution and E-tail

05/2017 – 03/2019

GIGABYTE USA INC., City of industry, United States

- Researched, analyzed, and conceptualized business strategies for profitable penetration into new and/or existing market segments.
- Generated average 13% sales quantity growth in Graphic Card category and 10% growth in Motherboard category Year-over-year.
- Monitored distribution and E-tail account statuses such as Account Receivable., and order fulfillment.
- Executed new product launch plans, monthly or periodical promotions, and strategies to meet the target goal.
- Attended trade shows for client interaction and lead generation.
- Consulting clients on priority programs and market performance.

E-Commerce Account Manager

09/2015 – 04/2027

Expert Computer International Inc., Paramount, United States

- Boost 20% increase in AOV, 5% increase in listing

Experience

visit duration, and 2% decrease in bounce rate in the initial 3 months.

- Review and ensure product listings are clear, complete & meet the standards
- Develop sales strategy for existing inventory and new product launches
- Review competitors and keep track of new products and their pricing
- Monitor daily sales, inventory and generate reports
- Research for content, marketing avenues and new business opportunities.
- Forecast future buying trends and placing inventory order with factory in China based on forecasting.

Education

Marketing and Hospitality

09/2013 – 06/2014

University of California, Irvine, Irvine, United States

Sales , Marketing, Branding , Business Development, Advertising in hospitality industry.

Bachelors in Business Administration-Recreation and Sports Management

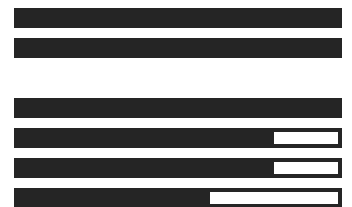
09/2007 – 06/2011

National Taipei university, San Xia, Taiwan

Skills

Computer skills

Microsoft Office
Google
Slide/Sheet/Doc/Form
Social Media
Amazon Advertising
Mailchimp
Adobe Photoshop



Professional Skill

Communication
Interpersonal Skill
Customer Service
Problem Solving
Time-Management
Public Speaking
Leadership



Languages

English
Chinese
Japanese

Full
Native
Elementary

Tatiana Sweat, MBA

tatiana.sweat@yahoo.com

(360) 551-1073

Outlook

Former Wholesale Sales Manager bringing extensive experience analyzing promotional activities, monitoring activities of sales channel, analyzing market demographics, and maintaining personal relationships with customers and in house contacts.

EXPERIENCE

Bugaboo North America Inc.

June 2019-Temp

Sales Coordinator

- Support sales forecasting, planning, budgeting and annual sales planning processes within the local sales organization
- Source, analyze and report market data by using internal and external sources of information in order to equip sales organization with means to make profit driven decisions
- Identify risks and opportunities to improve forecast accuracy in account region
- Create monthly sales reports to manage and monitor allocation process to drive increased ROIs
- Support execution of product launches and ensure effective product sell-ins and coordination of product releases

Explanet Enterprise, LLC

Los Angeles, CA February 2018 - Current

Wholesale Sales Manager

- Analyze and interpret trade regulations and legal documents
- Utilize knowledge of U.S. Customs compliance rules and regulations, HS, HTSUS
- Actively plan and implement quarterly SPIFs with the intent to positively influence sales force to achieve goals and hit revenue numbers
- Maintain relationships with clients and external business associates
- Ecommerce plan formulation and execution with cross department team involvement
- Data manipulation and assessment utilizing excel
- Responsible for full life cycle of the purchase order
- Balance conflicting organizational priorities with ability to lead and drive results across large-scale initiatives within specified time frames

- Demonstrates expertise in researching and sharing service-related information with account managers and customers.

Nordstrom

Los Angeles, CA October 2017 – January 2018

E-commerce Specialist- Mobile Applications

- Trend analysis and forecasting
- Prospect new market for modes of entry
- Utilize metrics to build out enticing landing pages
- Curate and maintain content intended for facility promotional platforms
- Assisted in test launch of web application to introduce customer to web based commerce
- Contribute in conceptualizing campaign themes based on product assortment and seasonal trends
- Generated 27% increase of mobile traffic with sales success rate of 64%

China Study Tour

Shanghai, Beijing, Xi'an, China May 2016

Student

- Increased knowledge of creative problem solving, flexibility, and cultural competency
- Toured major trading/sourcing entities: Li & Fung Group, Diyang Merino Textile Group, Jian, etc.
- Exposed to international business emphasis on the Chinese contribution to apparel manufacturing

SKILLS

Impeccable Excel skills - pivot tables, conditional statements, formulas, and vlookup.

Systems : Sales Force, Handshake, Brandboom, Shopify

Compliance Management

Demographic analysis

Merchandise math

Tradeshow preparation

EXTRACURRICULAR ACTIVITIES

Delta Sigma Theta Present Member

National Pan-Hellenic Council Community Relations Manager

Multicultural Student Services Student Mentor

December 2014 - May 2016

March 2014-May 2016

EDUCATION

University of Texas Rio Grande Valley
2019

Los Angeles, CA August

Master of Business Administration, International Trade

Washington State University

Pullman, WA May 2016

Bachelor's of Science, Merchandising

Eliyahu Mojdehi-Azad

Los Angeles, California 90036
elijahmoji@gmail.com ▪ 323.630.4222
<http://linkedin.com/in/elijah-mojdehi-1015b978>

Contract Administrator |Specialist

7 years of success driving business growth with a particular focus on strategy and innovation.

Effective communicator both orally and in writing; strong analytical skills, strong interpersonal skills. Highly motivated and organized; customer-focused; positive and enthusiastic attitude. Experience working effectively within a team environment with customers and peers. Experience with different contractual vehicles (FFP, Cost Plus). Experience researching compliance issues, applicable regulations and laws, and formulate recommendations to management. Strong business acumen with the ability to recognize risk elements in business transactions.

Highlights of Expertise

- Strategic Business Planning
- Cost Reduction and Avoidance
- Seek RFQ, RFP's for Bidding
- Cash Flow Optimization
- Perform cost/price analysis
- Contract Development / Negotiations
- Budget Administration
- Process Redesign / Change Management
- Ecommerce Operations
- Supply Chain Management / Logistics
- Digital Marketing
- Government Compliance
- Sales / Operations Management

Career Experience

L3Harris Technologies Van Nuys, CA

Provided Support to the International and USG Electronic Surveillance, Electronic Warfare Team contract team. Focused heavily on the international sector. Handled proposals from SAAB, Royal Thai Navy, Airbus, Algerian Air Force as other international clients.

Contract Specialist (6 Month Contract) (April 2019 - September 2019)

Worked with program managers, subcontracts and supply chain to make sure contracts were being delivered on time, Supporting TD&E's, Spares, Repairs as well as supporting large contracts. Handled closeout operations which involved contacting every segment involved in a contract to closeout a

contract according to FAR regulations as well as working in tandem with the DCMA to closeout contracts. Applied legal aspects of US Government and commercial/International acquisitions to the contract management function. Developed solutions to unusual and complex contracting issues. Established pre-negotiation objectives and negotiation skills. Worked on RFP, Program requirements, proposal submittals.

Tradion Enterprises Los Angeles, CA

Contract Administrator/ Manager (2012 to April 2019)

- Directed contract administration, ensuring the successful management and execution of all contracts; compile project files, and draft / review information to ensure accuracy and compliance.
- Integral member of the executive team, establishing goals and corporate priorities to drive distribution of goods to buyers; oversee supply chain operations and labor management.
- Sourced, recruited and hired high performance professionals to fill senior-level positions; evaluated performance and provide constructive coaching and feedback to drive performance results.
- Negotiated and closed critical business deals, securing government contracts with the Bureau of Land Management, FEMA, Department of Defense, Reserve Officer Training Core, and the US Navy. Spearheaded the registration of the company in SAM database to make Tradion Enterprises eligible for Government contracts.
- Won contracts and procured goods and services for the US Gov in real estate, electronics, agriculture, furniture, stationary, janitorial services, and facilities management
- Administer contracts with subcontractors across the state including DFAS, IPP Software; able to navigate through FEDBID, FBO, and understand how to interpret government contracts, leveraging a comprehensive understanding of different laws and codes required for each contract.

Ecommerce Manager (2009 to April 2019)

Began with the company as an ecommerce specialist helping the company grow its presence online with Amazon, ebay

- Strengthening relationships with our vendors Conair and Helen of Troy to become competitive in the online marketplace
- Oversee ecommerce department activities to drive brand awareness and penetrate new markets; handle decision-making for website, social media, and online advertising.
- Established an online distribution network inclusive of Amazon, eBay, Walmart, Groupon Marketplace, and Sears; delivered more than \$1M in ecommerce sales.

Education & Credentials

Bachelor of Science in Business Administration | Touro College, Los Angeles, CA

Coursework: Accounting, Marketing, Finance, Real Estate Finance, Microsoft Office Suite, Economics, Business Administration, and Business Law

Certified Professional Contract Manager | UCLA Extensions, Los Angeles, CA - Graduating with Certificate by January 2020

Coursework: Legal Aspects of Supply Chain and Commercial Contracts and Subcontracts, Types, Application, and Structuring of Contract, International Business Contracting, Negotiation Principles and Techniques

Member of National Contract Management Association - South Bay Chapter, looking to slowly take on a more active role

Technical Skills: Microsoft Office Suite; Final Cut Video Editing

Language Skills: English, Farsi, Hebrew,

Affiliations: Sephardic Educational Center; Networking Organization of Jewish Professionals,

Community Leadership: Hazon Ovodia Synagogue and Tomchai Shabbat (Food Pantry),

References

Phone numbers can be provided upon request

1. Elena Einstein, Ed.D

Sr. Manager, Contracts at L3Harris Technologies,
Elena.Einstein@L3Harris.com

2. Faisal Adnan LL.M

International Contracts - Manager at L3Harris Technologies
Faisal.Adnan@L3Harris.com

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

April 2018 – June 2019

Sales & Ecommerce Specialist

- * Identified and established relationships with clients through different channels. Presented proposals to the clients and generated sales
- * Managed Amazon and eBay seller platforms and manipulated online advertisements through Google Ads and Facebook campaigns
- * Supervised foreign currency trading team and executed trades with bank. Bookkept for trading accounts and provided analytical reports

Unix Industries, Inc., Santa Monica, CA

Jan 2016 – Jan 2017

Project Coordinator

- * Coordinated with factories about the sample details to develop qualified products efficiently and processed purchase order documents
- * Sourced from foreign markets and analyzed vendors' profiles and quotes carefully to procure competitive pricing and quality products
- * Created products' designs relevant to the brands' styles using computer software and prepared creative presentations for client meetings

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

March 2015 – Feb 2016

Sales Associate & Senior Sales Associate

- * Achieved sales goals strategically with styling suggestions, selling skills, product knowledge and building relationships with customers
- * 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, In Design, QuickBooks, Google ads, PowerPoint, Excel, Outlook and Word
Languages: Mandarin, Cantonese and English



OFFICE ASSISTANT



Average salary
15/hour

Average experience
1 years

HIEU NGUYEN

ADDRESS: 316 E MISSION ROAD, SAN GABRIEL, CALIFORNIA 91776
MOBILE: 714.653.0537 | EMAIL: HIEUNGUYEN2442@GMAIL.COM

PROCESS ENGINEER | CHEMICAL ENGINEER

QUALIFICATIONS PROFILE

Highly motivated and goal-oriented individual, seeking an engaging and challenging position to utilize expertise and skills honed from management experience and educational background.

- ✓ Equipped with exceptional knowledge of chemical engineering and material management concept, process, and procedures.
- ✓ Detail-oriented and well organized at gathering and evaluating pertinent information and research data to generate sound judgment and decision as per assigned tasks.
- ✓ Accustomed to learning and applying new skills through collaboration with other associates to meet organizational goals and objectives.
- ✓ Effective at multitasking, with dedication to accomplish and ensure timely completion of projects while ensuring strict compliance with standards.
- ✓ Articulate communicator, bilingual in English and Vietnamese.

EDUCATION

Bachelor of Science in Chemical Engineering, Minor in Materials Science Engineering, 2018

California State Polytechnic University, Pomona (*Cal Poly Pomona*) • Pomona, CA

Dean's Honor List (*3 Quarters*) | President's Honor List

Associate's Degree in Chemical Engineering Program, 2015

East Los Angeles College (ELAC) • Monterey Park, CA

Dean's Honor List (*5 Semesters*) | President's Honor List

CORE COMPETENCIES

- Well-honed knowledge of mathematics, science, engineering as well as contemporary issues.
- Capability to plan and perform experiments; evaluate and understand data; determine, formulate, and fix engineering problems.
- Adeptness in designing a system, component, and process to successfully based on gathered requirements.
- Strong understanding of professional and ethical responsibility; and the impact of engineering solutions in a global economic, environmental and societal context.
- Background in utilizing techniques, skills, and modern engineering tools essential in engineering practice.

WORK HISTORY

TCL Chinese Theatres - Hollywood, CA

Office Manager

Jun 2019–Present

- Proactively fulfill general office and administrative functions, such as filing, answering telephones, and dealing with routine correspondence, as well as accomplishing internal and external mail functions.
- Conduct thorough examination of figures, postings, and sale reports to ensure correct entry, mathematical accuracy, and proper account codes, as well as the reconciliation of bank statements and credit card transactions involving check, automated clearing house (ACH), and wire transactions.
- Effectively administer the full cycle of accounts receivable and accounts payable.
- Pull box office reports from the POS system, reconciling licensing term rate and account statement for each studio.
- Generate and issue the following:
 - ❖ Invoices based on client contracts for all film festivals, premieres, private screenings, hand and footprint ceremonies.
 - ❖ Financial data and *ad hoc* reports as requested by the department and executives.
 - ❖ Payroll and tax reports for audit representatives during workers' compensation audit processing.

HIEU NGUYEN

ADDRESS: 316 E MISSION ROAD, SAN GABRIEL, CALIFORNIA 91776
MOBILE: 714.653.0537 | EMAIL: HIEUNGUYEN2442@GMAIL.COM

- Expertly handle employees' files as well as all recorded personal and vacation time in adherence to company policies.
- Carry out the processing of payroll semi-monthly for more than 120 employees and all EDD paperwork, verification employment, unemployment claims, and time-off requests.
- Provide hands-on assistance to the controller in closing monthly and quarterly process which includes generation of profit and loss (P&L) and balance sheet.

Normandie Bakery of France – Signal Hill, CA

Assistant Manager

Jun 2013-Sep 2017

- Knowledgeable in manufacturing products and food ingredients.
- Experienced in customer communications in marketing the manufactured products.
- Achieved the management methodology frequently applied in the manufacturing process.
- Learned and implemented safety, environmental, and hygiene procedures in manufacturing.
- Improved multi-disciplinary rules and able to multitask expeditiously.
- Developed an ability to understand and functional engineering tools efficiently.

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | QuickBooks | MATLAB | LabVIEW
Aspen HYSYS | Pro II | Windows and MAC-OS | Social Media | Slack | Skype
Process Flow Diagrams (PFD) | Instrumentation Diagrams (P&ID)

ACADEMIC PROJECTS

Project Name: Ammonia Manufacturing Design Plant

2017-2018

Role: Researcher and Calculator

- ✓ Facilitated research for effective optimization of ammonia plant with based on its location, capital, and operation costs.
- ✓ Generated process simulations of feed preparation, reforming, and shift reactions through Pro II and HYSYS with given inlet and outlet specifications.
- ✓ Measured and estimated cost of pumps, vessels, distillation columns, and heat exchangers using Aspen Process Economic Analyzer (APEA) and Capcost.

Project Name: Gecko-like Synthetic Adhesives, "Fabrication"

2017-2018

Role: Researcher

- ✓ Conducted synthesis of an adhesive material with same properties found on the bottom of a gecko's toes made of polystyrene microspheres.
- ✓ Obtained familiarity with microsphere lithography technique, microsphere suspension and deposition, gold sputter, and O2 plasma.
- ✓ Contributed to the team effort and presented the project RSCA Conference in Cal Poly Pomona.

Ranica (Cheng Pei) KO

▪ Chino Hills, CA 91709 ▪ (909) 485-7840 ▪ ranicako@gmail.com

SUMMARY

▪HR Business Partner ▪

Project Manager ▪Coach and Consultant ▪Analyst▪

▪Influential and strategic HR with 12 years of experience who translates business vision into HR initiatives

that improve performance, profitability growth, and employee engagement.

▪Skilled at building relationships with employees across all levels of an organization to inspire others into action and to think creatively about solutions.

SIGNATURE QUALIFICATIONS

▪Recruitment & Retention ▪Project Management ▪ Coaching & Mentoring▪ Change Management

▪Employee Branding & Relation ▪ HR Policy, Process & Systems Design▪ Cross-Function Team

Leadership▪ATS▪HRIS▪LMS▪ Leadership Development▪ Strategic Planning

Disciplined and flexible problem-solving approach that balances business goals with employee needs.

WORKING EXPERIENCE

Richemont Group Taiwan

09/2011-06/2019

Project Manager - Marketing & Security

06/2018-06/2019

- Develop efficient internal communication platform to optimize the highest score of employee engagement throughout Asian regional branches and subsidiaries.
- Identify media monitor tool to increase 25% brand awareness of opportunities to orchestrate with 12 luxury brands (Cartier, Montblanc, Panerai, Van Cleef Arples..etc.)
- Project Coordinator of Geneva SIHH event hosting over 150 attendants in program Improvements and resulting in 10% boost in customer satisfaction ratings.
- Restructure security operational protocol and cloud infrastructure, boosting efficiency and reducing system error by over 20%

HR Business Partner

10/2015-02/2018

- Deciphered business goals and formulating HR priorities to reach company targets accordingly
- Work closely with payroll team to ensure accurate payroll operations for over 130 employees
- Boosted company morale and satisfaction by 12% through event planning and HR initiative.
- Raised key talent retention rates by 18% over a 3-year period by implementing a tiered-interview system and organizing annual talent review.
- Honored as 2016-2017 Best APAC Champion Talent Sourcing Strategy in channel and fulfill rate.
- Chosen Winner out of 200 HR employees of 2017 HR Star – Challenge Partnership of APAC.
- Accelerating HR efficiency by encouraging employee website usage for basic HR assistance.
- Championed successful online training system to ensure 100% completion in a timely manner.
- Improved the accuracy of staff budget forecasts and monitor any discrepancies.
- Provided consultation and influence to staff regarding issues, coaching strategies, and team development as well as motivating performance management (PMP/PIP/IDP) systems.
- Generated 10% sales growth revenue by establishing annual training plan for 500 employees.
- Managed and launched project successfully to enhance effectiveness.

Pre-screening employment / LMS online training system/ E- Rec launched (ATS)/BTQ attachment/ HR intranet reshuffle /RICHEMONT intranet launched/On off boarding (MSS) &Employee Self-Service (ESS) /Internship program/HR Column/HireVue/Success Factor/Staff Purchase Policy /Recruitment assessment tool /Career Committee /Yammer /company Real-estate newsletter/Digital Transformation/EH&S Program

HR Executive - Recruitment & Training

09/2011/09-09/2015

- Deployed sourcing strategies by building candidate pipelines to decrease recruiting cost 40%
- Accomplished boutique expansions to 12 new boutiques and hiring over 400 employees.
- Developed training programs within budgets to increase satisfaction rate 4.5/5 by Initiating corporate competencies training and increasing awareness for rapid business growth.
- Improving staffing and training process to increase efficiency, reducing turnaround time by 25%
- Increased employee trained population by 30% from 75% to 105%.
- Conducted off board procedure and analyze data for improvement to reduce 5% turnover

rate

Bo Le Associate, Taipei Taiwan
Senior Research Associate

10/2010-09/2011

- Completed 2 cases in 2010 in 2 months, exceeded company's average
- Achieved 100% of sales goal and developed 8 new clients in 9 months of 2011.
- Increased marketing portfolio by 10% by planning and implementing marketing strategy.
- Trained and mentored 5 new employees on various functions and processes

Talent 2, Taipei Taiwan
Consultant

02/2008- 09/2010

- Identified 30 new business opportunities and key account management
- Increased company revenue by 20% in 2010 and achieved 110% of sales target
- Approached over 1800 possible candidates in 2009-2010; Interviewed over 350 potential candidates from 2009-2010.

Internal Office Administrator

- Overlooked entire HR division and General Affairs, as well as promoted to Consultant within 9 months.

Taiwan High Speed Rail Taipei, Taiwan
Human Resources Assistant

10/2006-02/ 2008

- Assisted with all phases of the recruitment process to achieve talent acquisition for 1,000 staffs within a year.

EDUCATION

Chinese Culture University- Taipei Taiwan

09/2002- 06/2006

Bachelor of Arts Russian Language and Literature

DISTINCTIONS

Languages: Bilingual in English and Mandarin Chinese and fluent in Taiwanese.

Technical: Expertise in MS Office, SAP, Adobe Photoshop and Illustrator, Clip Studio

Certification of Competency Training by CHRNA Taiwan

2013

Certification of HR and Digital Transformation by linkedin learning

10/2019

MADELINE R. NOLDE

mrnolde@gmail.com ♦ (714) 624-3398
<https://www.linkedin.com/in/madelinenolde>

EDUCATION

Pepperdine University, Malibu, California September 2012-April 2016

- B.A. in International Studies, Political Science Emphasis

Pepperdine University, Heidelberg, Germany September 2013-April 2014

- Study Abroad Program

Beijing Foreign Studies University August 2019-October 2019

- Chinese Language and Culture Studies

WORK EXPERIENCE

Kiddie English, Yinchuan, China

April

2018-April 2019

English Teacher

- Planned and taught 8 English classes per week
- 2 to 5 demonstration classes per week for marketing purposes
- Established relationships with parents to continuously address their needs
- Worked with Chinese staff to engage with community and generate new business
- Planned 10 special events to integrate English teachers, Chinese staff, and students
- Utilized online programs, games, videos, arts and crafts, role play exercises

Surflife\Wavetrak, Inc., Huntington Beach, CA

May 2016-January 2018

Customer Service Associate

September 2016-January 2018

Administrative Assistant

May 2016-August 2016

- Managed ~60% of all inquiries through Zendesk
- Reduced average support resolution time from 17.8 to 3.3 hours
- Wrote over 65 FAQ articles
- Resolved over 23,000 customer support tickets
- Led update project to streamline online Help Desk
- Trained and supervised Customer Service Staff
- Provided customer issue analysis for management and product and engineering teams

Lisa Smith Wengler Center for the Arts, Malibu, CA September 2014-April 2016

Box Office Lead

- Provided customer service and sales to patrons, in person and on phone
- Managed box office on performance days during supervisor's leave of absence

- Reconciled sales and prepared deposit reports for the finance department

The Kennedy Center, Washington, DC September 2015-December 2015

Institutional Affairs Intern

- Coordinated outreach to Congress, White House, embassies, performing arts VIPs
- Managed guest lists for special events including the televised Kennedy Center Honors
- Assisted Special Events and Public Relations teams with VIP guest issues

LANGUAGE

Basic Conversational Chinese (Mandarin)

Eli Zhang

Address: 2507 Purdue Ave, Los Angeles, CA, 90064

Cell: (424)2939750

Email: leoinca55@gmail.com

Education**June 2017 ~ Present**

Santa Monica College, Santa Monica, CA.

Graduation: Dec 2019

Associate Degree in Business Administration.

Sep 2013 ~ June 2016

East China University of Science and Technology, China.

Graduation: June 2016

Master's degree in Business Law.

Sep 2007 ~ June 2011

Inner Mongolia University of Technology, China

Graduation: June 2011

- Bachelor degree in Law.
- Bachelor degree in Computer Science and Technology as second degree.

Experience**Office Assistant**

June 2018 ~ Aug 2018

Cyberark Inc. Los Angeles, CA

Help students from abroad applying for universities in the United States.

Attorney

Nov 2013 ~ April 2017

Shanghai Weiqiang Law Firm, Shanghai, China

Deal with legal affairs, like labor lawsuits, personal infringement suits, bad performing assets.

Attorney Assistant

April 2012 ~ Oct 2013

Shanghai Weiqiang Law Firm, Shanghai, China

Answer phone inquiries, Organizing files, Scheduling Appointments, Writing meeting memos, etc.

Legal Affairs Assistant

July 2011 ~ Mar 2012

Sinosteel Corporation, Xian, China

Review advertising and marketing materials to ensure that they are in compliance with legal requirements.

Skills

- *Mandarin;*
- *Chinese National Lawyer license;*
- *Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel, Access)*

Jerry Ip

16328 Wilton Pl
Torrance CA, 90504
310-704-9894
jerry.ip.233@my.csun.edu

Professional Experiences

Federal Work Study (El Camino Community College) August 2016- June 2018

- Center for Applied Technology Building (Welding room)
- Cut metal, sweep around the shop, wipe down machines, Assist boss
- Developed consistent work ethic, being discipline, working with tools

City of Torrance (Youth Sports) January 2017- May 2017

- Community Service Leader
- Basketball Referee
- Learned how to deal with parents who were upset about in game calls
- Good work experience with the kids

Contif Company January 2018- August 2018

- Office Assistant
- File papers
- Input delivery information for other companies shipments

Education

North Torrance High School

- High school diploma

El Camino Community College

- GED complete
- Enrolled August 2015- present

California State University Northridge

- Currently enrolled

Additional Skills

- Work Ethic
- Bilingual speaker (English and Chinese)

ASSET

- Adept at fast-paced business environments to bring order out of chaos while focusing on collaborative leadership, process improvement, and business development.
- Master degree in Computer Science, California State University, Fullerton and certificate program of Project Management completed (by Extended Ed. Cal State Fullerton)
- Expert in time management, problem solving and multitasking.
- Fluent in English, Mandarin and Taiwanese.

PROFESSIONAL EXPERIENCE

Varocto Inc., Orange, California

Project/Office Manager 09/2015 – 03/2019

Varocto Inc. is an ophthalmology R&D company making the next best ophthalmic medical devices.

- Overseeing day to day operation, assisting in new hire onboarding.
- Managing software subscription (G Suite, MS Azure, MS Bizspark, Dropbox, Zoom...etc).
- Coordinating import and export of international shipments.
- Bookkeeping with QuickBooks, working with CPA for finance, reporting and budget control.
- Helping with project related tasks (updating schedule/ BOM, vendor management, accounts payable)
- Acting as Executive Assistant for CEO, VP and CTO.

Adobe Circle Inc., Irvine, California

Co-Owner and Operation Manager 01/2008 – 12/2015

Adobe Circle Inc was funded in Irvine California in 2008. It generates up to \$600,000 revenue per year in international trading and gift card sales/exchange.

- Coordinating multiple integration projects with multiple 3rd party vendors for sourcing.
- Managed multiple online sites integration for products/gift card distribution.
- Initiated online sales projects at eBay (generated over 12,000 positive feedback within one year of launch), Amazon and other sites.

Macro International Company, Irvine, California

Regional Sales Manager 02/2007 – 12/2007

Macro International is a leading neoprene manufacturer and supplier in southern California.

- Launch a new product line to establish us as a sports fabric distributor in the US.
- Create selling products, identify and research customers, convey the value proposition of the new products.
- Conduct competitive market analysis.

The Packaging Company and subsidiary JMS Development Co., Long Beach, California

Assistant to CEO 04/2006 – 01/2007

The Packaging Company is a trading company that provides cosmetic or medical packaging.

- Maintain company website and trouble shoot computers.
- Actively involved in trade show logistics and trade show support.
- Conduct product research, development, problem solving and quality control.

Electronic Data Systems (EDS), Taiwan

Software Engineer 12/2000-06/2001

EDS Taiwan, later on purchased by HP, provides data management services, application services, business process services and more. The company has more than 500 employees.

- Participated in NCCC (National Credit Card Center) Accounting System (built by Sybase® Power Builder 6.0/7.0 with Infomix® database system) maintenance and feature enhance project
- Created detail user manual for NCCC Accounting System

VOLUNTEERING EXPERIENCE

Lab Rescuers, San Diego California Foster parent and home checker (06/2014 to present)

Lab rescuers was established to rescue, rehab and re-home stray, abandoned or unwanted Labrador retrievers into loving homes. It has more than 100 active volunteers.

- Fostering (including basic training)
- home visits and intakes (visiting shelters and evaluating dogs)

Irvine Chinese School PTO, Irvine California VP and Secretary (06/2014 - 06/2017)

Irvine Chinese School was founded in 1976. The number of students have grown from 30 to more than 1,000 throughout the years. The school currently has its own building in City of Irvine.

- Event planning and executing
- Flyer/poster design

PROFICIENT IN SOFTWARE

- Adobe Creative Suite (Illustrator, Photoshop)
- Macromedia Dreamweaver
- Microsoft Office Suite (Word, PowerPoint)
- Oracle DBMS
- Adobe Acrobat
- Microsoft SQL Server
- QuickBooks
- Microsoft Project

EDUCATION

University Extended Education Program - Project Management Certification Program (2015)

California State University Fullerton, Garden Grove Campus

Master of Science, Computer Science (2001-2006)

California State University, Fullerton, CA

Bachelor of Science, Agronomy (1995-1999)

National Taiwan University, Taipei, Taiwan

REFERENCE

Provided upon request

MICHELLE LU

(714) 858-0505 | Los Angeles | mlu370@gmail.com

OBJECTIVE: Utilize finance analytical skills to showcase ROI within marketing and public relations

EDUCATION

Pepperdine University, Graziadio School of Business and Management *Malibu, CA*

Master of Business Administration (MBA), Concentration in Finance *April 2018*

Pepperdine University *Malibu, CA*

Bachelor of Science in Business Administration, Minor in Marketing *January 2017*

- Study Abroad: Fudan University in Shanghai; Lausanne, Switzerland

- Awards: Pepperdine University Grant; Pepperdine Alumni Grant

EXPERIENCE

Kate Somerville, Los Angeles, CA

Spring 2019 – Present

Public Relations Assistant

- Manage, track and circulate press clippings and created monthly status reports
- Update media lists and organize outgoing inventory, samples to press, makeup artist and celebrity gifting
- Schedule media clinic appointments and track resulting press and social media influencer mentions
- Coordinate events that partnered in calendar alignment meetings with marketing and sales objectives

Lionsgate, Los Angeles, CA

Summer 2018 – Spring 2019

Executive Assistant

- Supported 3 Executives by managing and updating internal schedules/agendas, PO and budgets
- Updated and distributed weekly reports to senior management in order to ensure everyone receives information in a timely manner and assist in financial planning projects as well as brand budgets
- Perform administrative duties such as product requests, expense reports, answering phones and travel

First Republic Bank, Los Angeles, CA

Fall 2017

Private Wealth Management Intern

- Organized and maintained customer relations management utilizing Salesforce
- Conducted product, market, and client research to analyze data to retain clients utilizing WealthEngine

Caruso, Los Angeles, CA

Summer 2017

Summer Public Relations MBA Associate

- Assisted in developing media relations strategy such as pitch decks for the Palisades Village
- Prepared influencer marketing gift packages to increase social media coverage from 23,000 to 40,500
- Facilitated and supported the Grove team during the *Who What Wear* Movie series
- Performed case study analysis with summer associates for projects presented to C level executives

FIJI Water | Wonderful Company, Los Angeles, CA

Fall 2016

PR and Events Intern

- Increased brand awareness by monitoring media and created recaps that maintained schedules and records of online, print, broadcast press clips and social postings to evaluate increased coverage
- Utilized CisionPoint and Daily Buzz of earned media impression values of over 15,000,000 views
- Evaluated brand positioning by comparing competitors' performance through brand audits re-caps and case analysis for events such as the *Emmys*, *New York Fashion Week* and *Golden Globe Awards*

PMKBNC, Los Angeles, CA

Summer 2016

Entertainment PR Intern | Special Events

- Researched and distributed daily media highlights from online media to update coverage report
- Promoted the *Women in Film* and *Sundance Next Fest* by checking in media and monitoring logistics of an event such as the press line in a timely manner to secure organization

The White House, Washington, D.C.

Spring 2016

Intern | Office of Presidential Correspondence

- Received and replied to about 500 student correspondence each week in order to ensure the voice of the American people were heard by the Office of the President
- Oversaw and instructed a team of 7 student division volunteers to quality check accuracy of work

SKILLS/ADDITIONAL

- Language Skills: Bilingual in English and Mandarin Chinese
- Computer Skills: Salesforce, SharePoint, CisionPoint, Compete, WordPress, Photoshop, MS Office
- Volunteer: St. Jude Medical Center, Al Wooten Jr Heritage Center, It's On Us, United States of Women

MICHAEL WONG
Temple City, CA
(626) 678-6601
WongMichael188@gmail.com

ADMINISTRATIVE SUPPORT | DATA MANAGEMENT

Team Collaboration | Confidentiality | Filing & Organization

Dynamic, accomplished, bilingual in English and Cantonese with the educational background and proven work ethic to deliver superb human resources and administrative support. Known for delivering excellent service in fast-paced environments, with the skillset to handle reporting, process documentation, maintain filing systems, meet all deadlines, multitask, and maintain strong attention to detail. Out-of-the-box thinker who is comfortable working in teams or independently to ensure results exceed organizational goals.

CORE COMPETENCIES

- | | | |
|--------------------------|-----------------------|--------------------------------|
| ▪ Administrative Support | ▪ Human Resources | ▪ Data Management |
| ▪ Relationship Building | ▪ Team Collaboration | ▪ Communication |
| ▪ Confidentiality | ▪ Filing Systems | ▪ Strong organizational skills |
| ▪ Report Generation | ▪ Attention to Detail | ▪ Multitasking |

EDUCATION

California State Polytechnic University, Pomona: June 2018 - Bachelor of Science, Business Administration (Management in Human Resources)

- Clubs/Activities: Professionals in Human Resources Association (PIHRA) Club member

PROFESSIONAL EXPERIENCE

JOE'S ELECTRIC | TEMPLE CITY, CA | 07/2018 - PRESENT

Office Assistant

- Demonstrate superb technical skills and outstanding work ethic in creating/scanning PDF invoices for clients through email.
- Sought for outstanding phone and in person communication acumen in translating Chinese and English language to support crucial written proposals.
- Expand professional expertise at every opportunity with various administrative functions and filing systems, resulting in efficient copying, faxing, printing, and the accurate management of large volumes of client records.
- Maintain reliable channels to convey information with clients, swiftly resolving any issues and achieving continued satisfaction.
- Responsible for taking care of billing at the end of each month and following up with customers.

ADDITIONAL CREDENTIALS

TECHNICAL SKILLS	
LANGUAGES	Microsoft Office, PC, iOS, Typing: 60 WPM
HONORS & AWARDS	English, Cantonese
VOLUNTEERISM	Dean's list
INTERESTS	Kaleidoscope, Aids Walk
	Books, Movies, Music, Traveling

Yunicia Sun

639 N. Broadway, Los Angeles, CA 90012

909.996.8250

yunicia.sun@gmail.com

Work Experience

Taipei Economic and Cultural Office, Taiwan General Consulate

Los Angeles, CA

Office Manager

August 2018– present

- Serves as a representative at international trade shows and provided assessment on companies sponsored by the Taiwanese government
- Assists in international recruitment for Taiwan-based companies at recruitment fairs
- Develops an inaugural accounting system that keeps track of all accounts payable / receivable
- Oversees for all official correspondence between the Taiwanese government and the TECO
- Supervises office expenses, gift management, and event coordination

China Airlines Ltd

El Segundo, CA

Account Receivable Accountant

January 2016 – January 2017

- Created daily sales reports by analyzing, collecting and summarizing sales data from LAX office, ticketing and sales department
- Managed Houston station, American Express and JCB credit card accounts and settlements
- Supervised and tracked accounts from sales department, travel agencies and sponsors
- Oversaw three Central and Southern America stations account sales reports, deposit account and monthly settlements

China Airlines Ltd

El Segundo, CA

Ground Service Agent

October 2014 – December 2015

- Facilitated departure process by checking-in passengers and assisting boarding procedures
- Provided customer service at Sky Team lounge for membership passengers
- Completed post-flight assignment; ensured all passenger counts, baggage counts and weights
- Translated for and assisted passenger and customs border police at the customs area in LAX

San Diego International Children's Film Festival

San Diego, CA

Trailer Editor & Event Coordinator

July 2014 – September 2014

- Organized a 3-day international children's film festival involving 50+ filmmakers from 25+ countries
- Produced the festival's marketing trailer using Adobe Premiere Pro CS6 and After Effects CS6
- Hosted the event's main screening and post-screening Q&A sessions
- Provided English to Mandarin translation service for Chinese filmmakers

COAL Prodxn

Los Angeles, CA

Production Coordinator

April 2013 – May 2014

- Managed pre-production work and casting for 5 separate State Farm Insurance commercials
- Coordinated production meetings with agencies and clients
- Managed production finances and payments

Education

California State University of Los Angeles

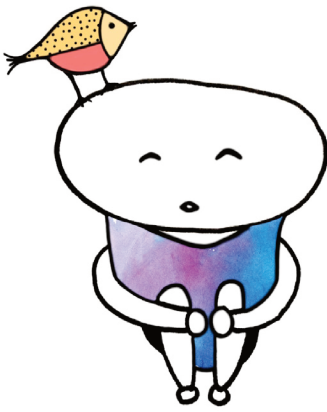
Major in Television, Film and Media Studies, June 2013

Skills

Final Cut Pro 7, Adobe Premiere Pro CS6, Microsoft Office Suite, VCI system, Orion desktop, Protocol LE, Final Draft, Celtx, Google Sketch, Google application, Amadeus, FOCUS, PC/MAC

Language

Mandarin Chinese, Taiwanese, and English



JENNIFER Z WU

Illustrator / Visual Designer

ABOUT ME

Jennifer Wu is an illustrator and visual designer with a degree in Illustration (Design). Wu is a self-motivated, highly-organized, and creative individual that welcomes the challenge and opportunity to continue to learn and grow.

EDUCATION

TEMPLE CITY HIGH SCHOOL

Temple City, CA
September, 2007 - June, 2010

Diploma

ARTCENTER COLLEGE OF DESIGN

Pasadena, CA
January, 2013 - December, 2018

BFA in Illustration Design

WORK EXPERIENCE

DELUXITY INC. - Assistant Designer

Vernon, CA
August, 2019 - Current

CADs, Photoshop, assist with E-commerce platform such as Groupon, Amazon and customer support.

NEWAY SHOES INC. - Office Assistant

South El Monte, CA
March, 2013 - December, 2017

Clerical work such as Photoshopping & using Excel for catalogs, sales, organizing systems for the office.

LANGUAGES

English
Conversational Cantonese
Conversational Mandarin Chinese

CONTACT

(626) 272 - 6630

Jenniferz Wuart.com
IG: Jenniferz Wuart
Jenniferzywu@gmail.com

SKILLS

Proficient in MacOS & Microsoft Suite
Adobe CC - Photoshop, Illustrator, InDesign
Microsoft Word & Powerpoint, Excel
Traditional Mediums - Acrylic, Gouache, Watercolor, Oil, Acryla
Acryla Gouache, Pastels, Pencil, Ink,
Collage, Sewing, & Screenprinting.

Woo (Andrew) Jeong

323 Wycliffe Irvine, CA 92602 • andrew.jeong@emory.edu • (949) 526-2010

EDUCATION

Emory University

Atlanta, GA

Bachelor of Science, Summa Cum Laude, Major: Quantitative Science, Double Major: Biology

Dec 2019

Primary Major GPA: 3.96/4.00

Academic Honors: Dean's List, James T. Laney Scholarship

Relevant Coursework: Advanced Statistics, Mathematical Statistics, Statistical Inference, Data Science Computing, Statistical Computing, Probability Theory, Regression Analysis, Biomedical Data Analysis

WORK EXPERIENCE

Emory School of Medicine Department of Cardiology – Yoon Lab

Atlanta, GA

Research Assistant

May 2016 – Dec 2019

- Executed honors project: "Gene Expression Analysis of Endothelial Cells (ECs) Derived from Human Pluripotent Stem Cells" using various packages (DESeq2, dplyr, tidyverse) developed by Bioconductor through R
- Assisted the research scientist on Human Induced Pluripotent Stem Cell (hiPSC) Project by executing statistical analysis (i.e. ANOVA, Student t-test) for qRT-PCR and flow cytometry analysis
- Investigated interaction of ECs and Vascular Smooth Muscle Cells (VSMCs) in vitro, using cell culture, tube-formation assay and co-culture condition, to prove angiogenic therapeutic potential in treating ischemic diseases

Samsung BioLogics

Incheon, South Korea

Contract Development Organization Team Strategy Division Intern

Jun 2019 – Aug 2019

- Presented SBL innovation strategies for globalization in biopharmaceutical industry to help developing sustainability and efficiency, after eight weeks of research
- Performed global biopharmaceutical market data research through SBL database Biotechgate on Excel and organized 6+ files for SBL potential global clients to expedite communication with Corporate Business Division
- Assisted to generate a strategy report to maximize pricing benefits to both SBL and customers for CDO contracts according to former data and information through Excel and R
- Encouraged participation of Idea Contest for work environment improvement by creating a brochure that summarizes four best ideas of 2019; increased the number of idea suggestion by 20% in the following week

Korean Air

Los Angeles, CA

America Regional Headquarters Passenger Marketing Team Data Analyst Intern

Jun 2017 – Aug 2017

- Presented recent marketing trends of North America operating airlines, after eight weeks of research
- Executed statistical analysis and data visualization to process consumer activity trends from major clients using Excel and R
- Organized and translated deviation reports, including deviation factors, follow-up actions, and client responses, to expedite communication within Passenger Marketing Division

LEADERSHIP & COMMUNITY INVOLVEMENT

Korean International Students at Emory (KISEM), Vice President

Apr 2017 – May 2019

- Installed Korean fashion, foods, global companies, and Comfort Women panel posters on campus to increase the awareness of ongoing trends and issues in South Korea
- Oversaw Emory University Alumni Korea Chapter; held annual alumni Korea Chapter reception in Korea in July
- Initiated a school funding charter by preparing future budget and expense history for better fund sufficiency
- Acquired sponsorship agreements with 10+ stores near Duluth and Doraville area for Korean Culture Night to provide gift cards, foods, drinks in exchange for advertisement

Band Absolute, Drummer

Aug 2017 – May 2018

- Participated in weekly band practice for concerts; held a concert once a semester for 40+ audience
- Donated funds raised through concerts to an organization, Doctors without Borders

Office of Undergraduate Education, Orientation Leader

Aug 2017 – May 2018

- Coordinated 1 to 2 orientation events to present the academic and social aspects of the Emory society
- Organized mentorship program between upperclassmen and underclassmen based on majors and interests

ADDITIONAL INFORMATION

Honors: Sigma Alpha Pi, Georgia Japanese Speech Contest (2nd)

Skills: R, Python, SQL, Image J, Microsoft Suite (PowerPoint, Word, Excel)

Languages: Korean (Native), Japanese (Fluent), Chinese (Beginner)

Michael Ly

Rosemead, CA, 91770 | (626) 643-9768 | michaelymxl@gmail.com sa

EDUCATION

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA, CA

B.S. Computer Science, Sep 2014 – June 2018

TECHNICAL AND ADDITIONAL SKILLS

PROGRAMMING LANGUAGES

- Proficient in Java; Familiar with Python, C++

SOFTWARE/TOOLS:

- Proficient with Windows; Familiar with Linux
- Proficient with MS Server, MS Office, Citrix, Hyper-V; Familiar with DHCP, TCP/IP, Active Directory, Networking, VoIP, Switches, Printer systems, GPO, VMs, Outlook, Adobe Photoshop
- Proficient with Eclipse IDE, IntelliJ IDEA, and Git; Familiar with Visual Studio and VS Code

MISC:

- Bilingual: Chinese (Cantonese) and English

JOB/VOLUNTEER EXPERIENCE

INHERITOR CELL TECHNOLOGY

Junior IT Specialist/Help Desk Support

Apr 2019 – Aug 2019

- Set up equipment, performing or ensuring proper installation of cables, operating systems, or appropriate software and support for roughly 50-100 users on Windows 7 or 10 and Mac OSX workstations
- Answered user inquiries regarding computer software, hardware, or networking operation to resolve problems.
- Trained users in the proper use of hardware or software and practices of cybersecurity

SAN GABRIEL HIGH SCHOOL

Volunteer General Office Clerk/Front Desk

Sept 2013 – June 2014

- Operated telephone to answer, screen, or forward calls, providing information, taking messages, or scheduling appointments.
- Operated general office machines such as printer, copiers, scanners, and computer systems.
- Communicated with visitors, employees, and students to answer questions, distribute, or explain information, take orders, and address complaints.

Volunteer Teaching Assistant

Sept 2013 – June 2014

- Maintained computers in classrooms and laboratories and assist students with hardware and software use.
- Prepared and recorded daily memos, reports, invoices, and other documents using word processing and spreadsheet software.
- Assisted in preparing lesson materials, equipment, and demonstrations as teaching aids for students

SARAH (DONGJIE) LI

1640 West 9th Street, Pomona, CA 91766 | (626) 416-8467 | li.dj.sarah@gmail.com

Skills

- Excellent in Microsoft (Words, Excel, PowerPoint, Outlook) and Adobe Acrobat.
- Digital Marketing: newsletter Mailchimp, social platform Facebook, YouTube and LinkedIn.
- Software: CRM Hubspot, website management WordPress, online meeting and webinar Zoom, project management Basecamp, event management Eventbrite, graphic design Canva
- Bilingual: Chinese Mandarin

Experiences

Human Resources Assistant & Administrative, March 2018 – May 2019

International Data Engineer and Science Association (IDEAS), Monterey Park

- Assisted in the recruitment process by posting positions, prescreening candidates, scheduling interviews, receiving resumes, and managing the applications.
- Coordinated travel arrangements, employee expense reports, office supply purchasing.
- Assist with college recruitment by attending career fairs, conducting phone interviews with candidates.
- Designed birthday, anniversary, and holidays celebration events to facilitate team bonding.
- Responsible for project management including budget management, vendor sourcing, event calendar and timeline coordination.
- Managed customer data in the CRM and supported sales team.
- Facilitated relations with universities across the country to include enhancing on-campus initiatives and hosting tech talks, panels, student groups, and networking events.

Operation and Support, March 2016 – February 2017

Grand Destinations, Alhambra

- Analyzed travelers needs to develop individualize itinerary.
- Estimated budgets before MICE group arrival, monitored actual expenditures, reviewed event invoices for accuracy and processed payment.
- Maximized company's revenue potential by negotiating pricing from service providers and exploring new resources.
- Attended and inspected hosted venues to coordinate and mitigate unforeseen issues among service providers such as catering, transportation, and entertainment to ensure smooth operation of events.

Receptionist/Office Administrator, August 2011 – October 2014

Ancient Gate Cultural Heritage Museum, China

- Managed private tours for special guests and dignitaries.
- Performed administrative duties including preparing tax documents, issuing memos, and record keeping.
- Provided the cost estimation for the modernization of the museum.
- Lead person to develop archives for World Cultural Heritage designation.

Educations

California State Polytechnic University, Pomona

Master of Science, Hospitality Management 2018

GPA 3.84 out of 4.0

ZhengZhou University, China

Bachelor of Science, Tourism Management 2011

Outstanding Student at the Graduation Ceremony

Yue Qin (Ray)

168 W Lemon Avenue, Arcadia CA, 91007
Cell: 617-858-7076 | yueqin1995@gmail.com

EDUCATION

Master of Public Administration

University of Southern California, Los Angeles CA / August 2018–May 2020

Study Abroad | Political Science

Queen Mary University of London, London, UK / September 2017–January 2018

Bachelor of Science | Political Science/Economics

Northeastern University, Boston MA / September 2014–May 2018

WORK EXPERIENCE

Office Assistant

A2 Corporation Limited | Shanghai, China | May 2019–September 2019

- Organized and coordinated the office administration and procedures by, for example, scheduling meetings and appointments and coordinating with the IT department, to ensure the effective running of the office.
- Conducted data research and information collection, and created PowerPoint presentations for the office manager.
- Updated job knowledge by attending training opportunities, presenting in department meetings, and growing the company's networks.

Founder, President

Utour Education, Inc. | Los Angeles, CA | September 2018–Present

- Started the company in 2018 to serve Chinese and American students when studying and traveling abroad.
- We collaborate with high schools and universities in both China and the U.S. to enable students to experience different cultures and study environments.
- We recruit teachers in English-speaking countries to teach English face-to-face and online to children in China.

Assistant Marketing Director

Sichuan ShiTai Ltd. (Burger King Southwestern China) | Chengdu, China | May 2017–July 2017

- Analyzed the selling results of stores across Sichuan Province to develop a marketing strategy for new products.
- Generated content for online and print advertisements for new products.
- Collaborated with the food administration department to implement daily duties for food inspection and food management.
- Developed schedules with the delivery department for the delivery of food ingredients.

Assistant Manager

Hilton DoubleTree Monrovia | Los Angeles, CA | July 2016–September 2016

- Engaged in the renovation project of the Double Tree Hilton Hotel, performed a competitor analysis and customer survey, identified Hilton's market opportunities in banquet events, and proposed a renovation budget plan.
- Conducted restaurant inspections, identified sanitary issues, and made improvement suggestions to management.
- Collaborated with the restaurant and banquet department to make arrangements for upcoming events.
- Cooperated with the room department to identify rooms for refurbishment.

Programs Coordinator

Amarasiri Coordinator's Project (ACP) Volunteer Organization | Chengdu, China | June 2014–Present

- Joined the organization in 2014 and took charge of the Indonesia sea turtles and Thailand elephant animal protection volunteer programs.
- Raised funds for volunteer teaching programs in Sri Lanka, India, and Poland and managed the operation.
- Connected students and local cooperators and ensured that the engaged parties were informed of their duties.
- Supervised ongoing volunteer programs and expanded the volunteer sites and contexts.

TECHNICAL SKILLS

- Stata Analysis
- MS Word
- MS Excel
- MS Access
- MS PowerPoint

PERSONAL SKILLS AND ATTRIBUTES

- Teamwork
- Hardworking
- Leadership
- Outgoing
- Creativity
- Motivated
- Public speaking

HOBBIES/ INTERESTS

- Sports
- Cooking
- Traveling
- Movies
- Adventure

Jennifer W. Spearman

Los Angeles, CA | (310) 569 - 5351 | jenwspearman@gmail.com

SKILLS & QUALIFICATIONS

Core Competencies: Budgeting, Calendar Management, Travel Coordination, Human Resources, Event Planning, Administration

Technical: Microsoft Office (Word, Excel, PowerPoint, Outlook), Adobe Creative Suite, Google Applications, Social Media, Mac & PC

Personal: Detail-Oriented, Team Leader, Problem Solver, Multitasker, Resilient and Adaptable in Fast-Paced Environments

Languages: Fluent in English and Mandarin Chinese

PROFESSIONAL EXPERIENCE

A Community of Friends | Los Angeles, CA

09/2016 – Present

Administrative Assistant to Director of Services / Office Manager

- Support administrative operations for non-profit housing development and services (80+ employees, \$8M+ in revenue)
- In charge of document creations, confidential file management, mail handling, record maintenance, Maintains and updates director of services and department calendars. Organize department trainings, corporate meetings. complete weekly, quarterly and yearly department report and metrics
- Serves as primary liaison between six internal departments. Outreach to 3rd party agencies and companies for support letters for new founding applications.
- Budget and expense tracking and managing for the entire department. In charge with utilizing company credit card to purchase all supplies for all ACOF Buildings. Process invoice for payment, tracked payment and reconcile monthly corporate credit card account
- Office manager for services department office. Coordinate with 3rd party vendors for office maintenance, make sure the office is fully stocked with supplies at all time. provide basic IT support if needed and the go to person for all events that may happens in the office. Organize new staff luncheon, annual holiday party for the company
- Recruit new case managers for services department. Review resumes, pre-interview calls, set up interviews, track hiring results, finalize onboarding process for new hires. Set up new employee offices and organize new employee orientation. Tracking annual employee evaluations. Work with temp agency to set up new interview and process temp employee weekly time sheets.
- Assist with groundbreakings, grand opening for new building and annual company gala. Organize first ever car show fundraiser comprise of 100 cars

Foundation for Affordable Housing | Los Angeles, CA

02/2015 – 08/2016

Resident Services Coordinator

- Provided resident services for 50+ low-income families in Los Angeles (affordable housing non-profit)
- Developed an after-school learning center for children (ages 5 – 16) to provide tutoring sessions and academic support
- Led weekly community workshops and events focused on financial planning, career development, health, nutrition, and parenting
- Established community partnerships to generate fundraising donations for education, health, safety, and family support
- Served as translator (from Chinese to English) to 60% of building residents to ensure clear communications

The Xia Family | Los Angeles, CA

07/2013 – 01/2015

Executive Personal Assistant

- Assisted Chinese International student and family members with the transition and adjustment to life in the United States
- Supported calendar management, travel, transportation, accounting, tax filing, legal documentation, and correspondence
- Administrative operations with family business in the U.S. and property management of two residential condominium units
- Provided academic guidance to student, including school applications, classroom registration, and educational planning

Textplus | Los Angeles, CA

10/2012 – 06/2013

Quality Assurance Tester

- Performed systematic testing of applications to determine eligibility and functionality for the quality assurance department
- Conducted product reviews and reports for software engineering team based on identification of application issues

EDUCATION

California State University, Los Angeles

2014

Bachelor of Arts: Chinese Dean's list



SALES REPRESENTATIVE



Average salary
15/hour + commission

Average experience
2 years

Jessica Wu

49 Linhaven, Irvine, California 92602

(714) 337-3965

Jezzeri@gmail.com

Education

Chapman University School of Law/Argryos School of Business & Economics, Orange, CA

- Juris Doctor/Masters in Business Administration, May 2010 – June 2011
- Chapman Merit Scholarship, Legal Research & Writing (Top 4% of Class)
- International Law Society (Secretary), Phi Delta Phi (Secretary), Minority Law Students Association (Treasurer)

University of California, Los Angeles, Los Angeles, California

- Bachelor of Arts in Sociology, June 2008
- Global GPA (10 Upper Division Sociology Courses, 4 Allied Fields, English Composition): 3.8/4.0
- UCLA Latin Honors, UCLA Dean's Honors List, Kiwanis Scholarship, Certificate of Achievement: UCLA Leadership Internship Program Graduate, Education Abroad Program President's Fund & UCLA Scholarship University Grant

Carlos III University (Study Abroad Spring 2007), Getafe, Madrid

- Spanish university writing composition, sociology, press/media communication studies, politics, environmental studies

Experience

Market Force: Customer Experience Management, North American Team

Market Researcher, August 2019 – Present

- Compared new market habits in assessing quick service restaurants and various customer experiences based on evaluations such as composite loyalty indices, predictive analytics, strategic advisory services, focus groups, surveys
- Analyzed trends in brand engagement, customer experience, dining and delivery services, and consumer loyalty

Pour Right Hospitality Consulting, Laguna Beach, CA

Client Management Consultant, August 2019 – Present

- Prepared assessment in market analysis to improve training, measure operation quality, and service implementation
- Provided critical analysis reports in operation management, brand standards protection, loss prevention and theft

Intouch Insight: Customer Experience Management Solutions, Southern California Branch

Market Researcher, August 2019 – Present

- Combined industry research in retail, grocery, hospitality, and financial services to create successful marketing trends
- Employed marketing tools to evaluate various industries with MSPA Americas to impact satisfied customer experience

Business Evaluation Services, Costa Mesa, Anaheim, CA

Retail Sales Evaluator, July 2019 – Present

- Conducted market research to grow and manage client business and transform an improved service culture
- Researched practices in assessing successful business practices to make lasting memorable impressions on customers

Northwest Loss Prevention Consultants, Northwest Branch

Loss Prevention Consultant, July 2019 – Present

- Generated data management and compiled reporting to assess business conduct and integrity
- Determined price audits, monitored market trends, assessed integrity of business practices, and prevented loss

Applause: Software Testing Company, Worldwide

Software Tester of Global Market, May 2019 – Present

- Analyzed software quality including usability testing, test case execution, exploratory testing, security assessments
- Expanded growth with updated research regarding global platforms and user experience with the evolving market

360 Intel, Orange County Branch

Client Manager, May 2019 – Present

- Discovered trending data with strategic relevance dedicated to deliver quality brand experience and results
- Evaluated brand reputation and conducted field audits to grow business and improve customer experience

Reflections MS, Santa Ana, CA

Restaurant Quality Assurance Evaluator, May 2019 – Present

- Audited financial data and analyzed competitor pricing to compare and evaluate various brands in different fields
- Customized client experiences to maintain and build customer loyalty, enhance quality service, and drive sales

Dynamic Advantage, Irvine, CA

Market Researcher & Customer Service Evaluation Professional, May 2011 – Present

- Optimized various functional testing on site to ensure organizational success and employee efficiency
- Analyzed marketplace trends and patterns to grow clientele business and deliver exceptional customer service

Wells Fargo Bank, Irvine, CA

Customer Sales & Service Team Leader, Teller, January 2010 — August 2010

- Performed account servicing (account reconciliation, stop payments, transfers, notary), and problem resolution
- Identified and developed sales referrals, recommended alternate channels, cross-sold bank services and products

Elite Educational Institute

Irvine Branch Director, SAT Instructor, May 2009 – July 2010

- Managed financial affairs, conducted market research, and directed all programs, public relations, advertising
- Developed customized academic planning and revolutionized teaching with "Jezeri tips" in academic learning

Malcolm Cisneros, A Law Corporation, Irvine, CA

Assistant Paralegal: Chapter 11 and 13 Bankruptcy Cases, January 2009 – May 2009

- Represented financial institutions with defaulted and litigation consumer and commercial loans and bankruptcy trustees as general counsel
- Analyzed court dockets, deed of trusts, and e-filed proof of claims for special notice with CA, NV, AZ courts

UCLA Department of Public Affairs: School of Public Policy

Finance, Event, & Administrative Director, November 2007 – June 2008

- Processed applications for graduate admission review, organized class schedules, and prepared correspondence
- Coordinated special events pertaining to agendas, bookings and reservations as well as prepared reimbursements and invoices from vendors in planning UCLA events, public affairs programs, and commencement ceremony

UCLA BruinLife Yearbook

Marketing and Business Staff, September 2004 – June 2008

- Created innovative marketing techniques and business strategies to promote and publicize BruinLife
- Supervised market research directed towards new ad campaigns and directed sales and fundraising projects

UCLA Asian Pacific Coalition

Taiwanese American Union Representative, September 2004 – June 2008

- Supported student referendum to save Student Retention and Student Initiated Outreach projects and organized workshops to raise awareness of the Asian Pacific Islander community
- Coordinated educational discussions on topics such as gender, sexuality, hate crimes, community empowerment

Intercollegiate Taiwanese American Student Association (ITASA)

National Board West Coast District Chair, Programs Director of Southern California, June 2006 – June 2007

- Developed new programs, projects, and materials to distribute newsletter to Taiwanese American community and fundraised and identified partnership opportunities with other community organizations and individuals
- Planned annual ITASA Regional Leadership Retreat Conference and maintained West Coast collegiate database

UCLA Bruin Leaders Project

Market and Outreach Director, September 2006 – June 2007

- Organized and facilitated various hands-on, seminar-based leadership training programs
- Developed research protocols to UCLA community through Student Affairs and Academic Affairs departments

UCLA Student Government

President, Newsletter Editor/Writer, September 2005 – June 2007

- Presided over UCLA assembly and lead judicial government meetings in effective conflict communication/resolution
- Fostered student development in individual growth, values, and critical thinking skills within the residential community

Formosa Foundation Congressional Program

Ambassador, Lobbyist, Advocate, June 2006 – August 2006

- Effectively lobbied to congressmen/senators in Washington, D.C. and the public regarding U.S. foreign policy making
- Fostered an exchange and discussion of ideas through sustained educational and advocacy efforts dedicated to the advancement of human rights, democracy, and the right to self-determination

Miss Taiwan USA Pageant

Miss Taiwan USA Ambassador, Miss Congeniality, January 2006

- Promoted multitude of exchange between Taiwan and the United States through various community service projects
- Advocated for Taiwanese Americans' participation and contribution to the society and nurtured relations and promoted productive interactions with other ethnic groups

Community Involvement

- UCLA Alumni Chapter of Orange County
- The Elite OC: Young Professionals Giving Back
- National Association of Asian American Professionals
- Asian Professional Exchange
- Orange County Taiwanese American Professionals
- Orange County Association
- Second Harvest Food Bank of Orange County
- Formosa Foundation Ambassador Program: Public Advocacy, Leadership, and Communication Training with special reference to United States and Taiwan bilateral relations

Honors & Awards

- Johnson & Johnson J. Pat Cummings Scholarship
- Essilor Scholarship
- Dr. Takao Shishino Scholarship
- Dr. Donald E. Jarnagin Scholarship
- Dr. Homer A. Nelson Scholarship
- San Joaquin Valley Optometric Society Scholarship
- Chapman Law School Scholarship
- UCLA Latin Honors
- UCLA Dean's Honors List
- UCLA Kiwanis Scholarship
- UCLA Education Abroad President's Fund
- UCLA Scholarship University Grant
- Miss Taiwan USA Pageant: Miss Congeniality

Presentations & Papers

- "If It's Not Broken, Don't Fix It...Or Do You?" - May 2018
- "Changing Points of Focus: Degenerative Myopia as a Progressive and Irreversible Disease" - April 2018
- "Exploring All That Scleral Contact Lenses Has to Offer: A Look into the Expanding Role of Scleral Contact Lenses as a Viable Treatment Option" - April 2017
- "Avastin and Focal Laser on Retinal Vein Occlusion" - September 2013

Conferences

- National Capital Region Federal Optometric Society Meeting - April 2018 (Crystal City, VA)
- Alcon Academy for Eye Care Excellence - April 2018 (Forth Worth, TX)
- National Institutes of Health: Ocriplasmin Clinical Study - March 2018 (Bethesda, MD)
- USC Department of Ophthalmology Keck Medicine Roski Eye Institute Symposium - June 2017 (San Marino, CA)
- Vision Expo - September 2014 (Las Vegas, NV)
- Blink Conference - April 2014 (Pomona, CA)
- Western Regional Conference - November 2013 (Fullerton, CA)

Certificates & Specialized Classes

- Walter Reed National Military Medical Center Clinical Information Systems
- Joint Chiefs of Staff Department of Defense Cyber Awareness Challenge
- Management 135: Marketing & Successful Negotiation: Essential Strategies and Skills

Special Skills

- Fluent in English, Chinese, advanced in Spanish language/research/writing, proficient in Taiwanese
- Excellent marketing/research skills with the ability to read and dissect scholarly academic journals and publications
- Microsoft Word/Excel/PowerPoint/Publisher/Access, SPSS statistical software, OfficeMate Ophthalmic Patient Information System Report Writer

Interests

- Learning various languages, international travel, dramatic theatre/acting, swimming, photography, creative writing, journalism (factual/general assignment reporting, editorial, reviews, critiques, advice), scrapbooking
- Public speaking and debate (eg., Lions International Students Speaker Program "Politics: Issues or Money?")
- Music, sports (water polo, competitive swimming, ballet, gymnastics, snowboarding, paddle boarding, hockey, ziplining, ice skating, parasailing, kayaking, canoeing, hiking), swim instructor for ages 3+

BING CHAI

740 Iron Horse Rd, Walnut CA 91789
+1-720-288-5773 | bing.chai@ucdenver.edu

SUMMARY OF QUALIFICATIONS

Highly-motivated business professional with strong managerial skills and organizational capabilities; proven problem solving and communication skills; expertise in financial reporting, data analytics and customer relationship management, proficient with MS Word/Excel and basic MySQL.

PROFESSIONAL EXPERIENCE

ASAP Expo Inc.

Rosemead, CA

Accounting Assistant

Jun2015 -Jun2018

- Conducted analysis and investigation on potential and existing properties and drafted daily and weekly financial reports for international investors in both English and Chinese
- Supervised renovation projects and kept track of all project payments and expenditures
- Managed expense reimbursement by verifying expense reports and preparing paychecks
- Collaborated with management team to present monthly operational result, recommendations and solutions for international equity investors

ARCADIS US

Highlands Ranch, CO

Marketing and Communications Intern

Aug2014 – Mar2015

- Helped lead a project description initiative supporting the Global Water line of business; built library of project descriptions and marketing materials on Sharepoint site
- Helped Global Marketing Lead on content development for website and brochures
- Conducted market research for thought leadership marketing pieces
- Facilitated fulfillment process for marketing promotions and international trade shows

Western Export Services Inc.

Denver, CO

Sales and Marketing Intern

Sep2013 - Dec2013

- Managed sample inventory data and facilitated with sample shipment
- Developed research projects on food and beverage industry and summarized organic food and beverage regulations in China
- Conducted market research, including cold calling industry partners and information gathering for potential Chinese distributors
- Organized the key accounts information of Ghirardelli Coffee & Chocolate products

Denver Public Library

Denver, CO

Customer Service Representative

Feb2013 - Apr2013

- Worked directly with the public by sharing knowledge, patience, and customer service skills in a fast-paced environment
- Helped clients with multiple technology requests

EDUCATION

University of Colorado Denver, Business School

Denver, CO

MS in Management with a specialization in Business Strategy

2012 - 2014

Inner Mongolia Medical University

Hohhot, China

BS in Marketing

2008 - 2012

ADDITIONAL SKILLS

Languages: Fluent in Mandarin and English, proficient in several Mongolian dialects

Software: Microsoft Office, MySQL(basic), Cosential (CRM tool) and ISAC(Sales software)

ACTIVITY

Volunteer, Alternative Spring Break Trip to Albuquerque, March 2013

- Observed community and social justice issues in a diverse environment
- Improved level of teamwork, interest in social issues, leadership, diversity, and potential for growth

RIANA KHOURY

Redondo Beach, California | (310) 431-5231 | rianak27@yahoo.com

OBJECTIVE

A high-level sales position within an industry-leading company. Position would fully utilize excellent training and experience, and offer significant responsibility and the opportunity for continued career growth.

SUMMARY OF QUALIFICATIONS

- Strong background in many areas including sales, marketing, sales presentation development, buyer qualifying, deal negotiation, sales reporting, and client relations.
- Hard-working and driven, while highly-experienced in sales, and is proven as a top producer - consistently meeting high sales and productivity expectations.
- Computer knowledge: Word, Excel, Adobe Illustrator, and other systems.
- Bilingual, speaking English and Arabic fluently.

PROFESSIONAL EXPERIENCE

WEST SHORES REALTY, Redondo Beach, California

Licensed Realtor (2016-Present)

Responsible for real estate sales, listings procurement, showing properties, buyer qualifying, deal negotiation, preparing marketing and promotional materials, market analysis, and client relations.

CHINESE LAUNDRY (CELS Enterprises, Inc.), Los Angeles, California

E-Commerce Customer Service Representative/Sample Coordinator (2015-2016)

Responsible for providing support to e-commerce team and sales representatives, preparing and distributing weekly selling reports, maintaining and expediting orders, preparing style setups and order templates (for accounts), conducting weekly price searches, and other industry-related functions.

- Monitored products buys, deliveries, and style drops to ensure order timeliness and accuracy.
- Performed weekly price searches, and reported findings to appropriate personnel.

BARNEYS NEW YORK, Santa Monica, California

Sales Associate/Stylist (2013-2015)

Responsible for sales, merchandising, order processing, new product introduction, inventory control, maintaining personal client book, processing shipments, and all aspects of customer relations.

INDOOR CO., LTD, Los Angeles, California

Assistant Buying Intern (2013)

Responsible for maintaining production flow, coordinating external vendors, ensuring that production deadlines were met, ensuring high sample quality, maintaining time and action calendar (to track garment status), communicating changes to existing order to purchase order department, and other buying-related functions.

EDUCATION

- Bachelor of Science in Business Management, Fashion Institute of Design & Merchandising
- Associate of Arts in Merchandise Product Development, Fashion Institute of Design & Merchandising

Lifa (Tyler) Xie

6277 Lyndsey Street
Corona, California, 92880
9098568801
tylertse1201@gmail.com

Summary

Recently graduate from **Welding skill test and training center** located at Rancho Cucamonga, get certified as **AWS D9.1 TIG welder**. I'm certified on mild steel and aluminum. I can weld Mig and Tig from 1/16 thin mild steel, stainless steel and aluminum.

Education

Yuc ai High School, Guangzhou, Guangdong
High School Diploma

Graduated - September 1999

After my high school I went to Massey University New Zealand, did the first two years, did not finish the last year and went back to China.

Employment History

Isc Kitchen & Bath Inc, Chino, California
Sales representative

May 2019 - July 2019

- Offer each customer top-notch, personal service and polite support to boost sales and customer satisfaction.
- kept on top of changes to store products and promotions to maintain strong sales.
- listened to clients and developed solutions to satisfy business and personal needs.
- Promoted conversion of casual shoppers into customers through product knowledge and product solutions to meet customer needs.

Moderustic Inc., Rancho Cucamonga, California
Tig Welder

September 2019 - October 2019

Welding and fabricating aluminium and stainless sheet metal, answer to the owner Ed.

Hobbies & Interests

Love dogs, cars, movies, music, outdoor camping, travel.

Professional Skills

TIG Welding
MIG Welding
Torch cutting
Forklift
Blueprint Reading

Languages

English	Fluent
Chinese	Native

Cantonese

Native

References

Randy

Welding Instructor

(909) 476-4149

Welding Skills Test and Training

Center, Inc.

9216 Center Ave, Rancho

Cucamonga

CA 91730

Chris

Welding Instructor

(909) 476-4149

Welding Skills Test and Training

Center, Inc.

9216 Center Ave, Rancho

Cucamonga

CA 91730

Ed

Boss

(909) 989-6129

Moderustic Inc.

9467 E Ninth St

Rancho Cucamonga CA 91730

OMID GHABOULITABAR

426 S New Hampshire, LA, CA 90020

Ph: (626)375-3100

Omid.gh.tabar@gmail.com

PROFESSIONAL SUMMARY

Team oriented and professionally organized supervisor with the proven ability to assess client's needs, able to generate ideas, competent and caring. Highly motivated hard worker with strong interpersonal and persuasive communication skills.

EXPERIENCE

February 2018 _ Now Sales Representative

Delphi Greek Restaurant – Los Angeles California

- Presenting, selling and serving lunch for scheduled orders for Fooda Co. in different buildings.

November 2017 – Now Chef Assistant

Delphi Greek Restaurant – Los Angeles California

- Cooking, serving and packing dine-in and to-go orders as the chef assistant.

July 2012 – October 2017 Supporting Manager

Maghsoud Factories Group – Mashhad, Iran
Porcelain and Opal dish Production

- Managing different meetings and dealing with problems as the representative of the chairman.

November 2008 - July 2012 Directing Manager

Arya Ceram – Mashhad, Iran
Chinese Sanitary Product

- Managing the factory in manufacturing, stock and human resource

July 2008 - October 2008 Trading Market

Iran Chashni Company - Mashhad, Iran

- Working in trading Department

July 2006 - June 2008 Production, Quality Control and Sales

Maghsoud Factories Group – Mashhad, Iran

2001 - 2006 Administrative supervisor

Mezerj Construction and mining Company - Mashhad, Iran

EDUCATION

1998 - 2005 Bachelor of Science in Chemical Engineering, Azad University of Quchan, Iran

REFERENCES: Available upon request



ZHE SUN

jsun532@gmail.com | (909) 493-9393 | 16067 Bainbridge Way , Chino Hills , CA 91709

Skills

- Basic: Microsoft Suite, E-freight, GoFreight, CargoWise, Quickbooks
- Finance & Accounting: Tax Preparation, FP&A, Financial planner, Financial model, GAAP Understanding, Budget analysis, Cash flow analysis, Credit evaluation, KPI Tracking
- Data Analytic: JMP, SQL, My SQL, Excel (Advance Level)
- Sales Skill: Cold Calling, Cross Selling, Customer Relationship, Persuasion
- Bilingual: English, Mandarin Chinese

Education

Master of Business Administration: Accounting Concentration 12/2016
University of North Alabama | Florence, AL

- [Chinese Student & Scholar Organization] Public Relation Director

Bachelor of Science: Accounting 12/2013
Iowa State University | Ames, IA

- [International Student & Scholars Association] Event Director

Experience

Accounting Supervisor/ Sales Representative 01/2017 - Current
Golden Bridge International Inc | City of Industry, CA

- Analyzed KPI report monthly to ensure company operation direction
- Did presentation of FP&A report to higher level management team Monthly
- Developed new customer and maintain relationship with existing customer
- Persuaded and introduced our services to surrounding people
- Built up accounting team with less people than before to meet or exceed the company's financial goal
- Analyzed past 3-5 years operation data to advise the distribution of reserved carrier's space for each commodity to maximize the profit each quarter
- Oversaw AR reports for over 250 oversea agents and over 500 customers
- Analyzed customer's background and credit
- Amended accounting rules base on the rapid market change
- Supported COO for cost-effectiveness analysis projects

Business Analyst 02/2014 - 04/2015
Ames IT And Numeric Solution, LLC | Ames, Iowa

- Helped with analyzing report thoroughly and finding statistics errors
- Implemented advance MS Excel Functionalities like V-lookup, Pivot Tables to forecast revenue based on historical data
- Data Mapped to SQL database with basic and intermediate SQL queries
- Prepared PowerPoint base on variety of report generated by our team and submit to upper level management for presentation
- Communicate with vary of clients according to the final data model to advise their business operation direction

CHAOJIE (DAVID) WANG

13019 Espinheira Drive, Cerritos, CA 90703 • (626)705-9858 • chaojie316@gmail.com

OBJECTIVE

- Eligible and actively pursuing CPA Licensure within California, passed FAR, REG and BEC, expect to pass AUD in December 2019. CFA Level Two Candidate.
 - Looking for an entry level full time position in public accounting, preferably tax.
 - Permanent Resident, eligible to work and live in the United States.
-

EDUCATION

Illinois Institute of Technology – Stuart School of Business; Chicago, IL August 2013– May 2015

Master of Science in Finance

GPA: 3.72/4.00; Stuart Investment, Technology Sector Leader

Michigan State University – College of Social Science; East Lansing, MI August 2008– July 2012

Bachelor of Science in Economics

GPA: 3.43/4.00

PROFESSIONAL EXPERIENCE

HERON FARM; Blythe, CA July 2016– Current

Co-Owner

- Managed daily farming operations including seeding, irrigating and fertilizing.
- Scheduled time shifts for as many as 10 farm workers during planting and harvesting periods to maximize utilization, and conducted trainings to meet farm-specific goals.
- Maintained books and created profit reports and balance sheet for trend analysis by using QuickBooks; filed tax returns every year for the business and individuals.
- Self-studied different types of chemicals and fertilizers; designed and installed new subsurface irrigation systems and greenhouses to reduce water evaporation rate by up to 50 percent.

Walong Marketing, Inc.; Bolingbrook, IL July 2015– July 2016

Sales Representative

- Acted as liaison with 63 store buyers across 4 States by visiting existing merchants on a monthly basis, and identifying new sales opportunities.
- Actively managed account data and invoice processing to ensure vendor payments; arranged truck routes and stops for store delivery for better customer experience.
- Achieved monthly sales targets for 11 consecutive months by helping clients to identify inventory shortage and promoting trending and high margin products.
- Handled merchant returns and complaints, provide appropriate solutions and alternatives within the time limits and follow up with clients to ensure positive feedbacks.

CHINA MINING UNITED FUND; Beijing, China December 2011– January 2012

Financial Analyst Intern

- Researched investments opportunities and prepared pre-market analysis to forecast return on investments.
-

SKILLS & INTEREST

- **Computer:** MS Office, VBA, Adobe Photoshop, Flash, HTML, SQL, Python, QuickBooks.
- **Language:** Native speaker of Chinese Mandarin, Fluent in English.

Raymond N. Wang

C: +1 310-951-6321

naiweiw@gmail.com

Fountain Valley, CA 92708

EXPERIENCED BUSINESS DEVELOPMENT EXECUTIVE

Strategic • Analytical • Versatile • Seasoned

Experienced technology professional with extensive network and proven success in selling, developing, negotiating, and closing major strategic opportunities. I possess intimate knowledge of the Pacific Rim ODM/OEM consumer electronics manufacturing landscape while developing enduring relationships with executive level decision makers. I have attended numerous industry events to facilitate long-standing and portable relationship with C-level executives. In my most recent undertaking, I started Audio Design Experts and launched the RIVA Audio branded products with multiple award winning cloud/IoT-based audio products that included Google Chromecast, Apple Airplay, Amazon Alexa and Spotify Connect in the smart home ecosystem. A team player with 10+ years of c-level experience, I would be the ideal candidate for a cross-Pacific corporation seeking a seasoned executive who's fluent in Chinese and culturally diverse.

EXECUTIVE EXPERIENCE

Audio Design Experts, Inc (RIVA Audio), Fountain Valley, CA

Founder, EVP Business Development (Oct '12 – Sept. '18)

- Designed, developed and launched multiple award-winning connected speaker products including Google Chromecast, Apple Airplay, Amazon Alexa, and Spotify Connect
- Responsible for all product development related planning from concept to launch
- Planned, negotiated, secured, managed and executed product supply-chain to market delivery with major ODM/OEM partners in China and Taiwan
- Generated over \$10M+ of total revenue with doubling growth rate year over year since 2015
- Successfully launched products in both US and EU markets
- Executive management team instrumental in planning corporate strategy execution with over 10 direct reports in various functional areas in US and China
- Negotiated with suppliers and managed complex BOM systems
- Managing product development teams in China, Taiwan, India, Europe and US
- Articulate and report product development plans with executive team
- Worked with C-level executives at OEM partners on product development and manufacturing
- Visited multiple vendors in China to ensure product quality and delivery
- Hosted weekly product development meetings to discuss NPI progress

Aurasound (Audio ODM)

VP Sales (May 2011 – September 2012)

- Executive sales management of the largest revenue account (VIZIO)
 - Generated over \$70M+ of annual revenue in 2011
 - Managed customer product requirements with overseas product development team
 - Planned, negotiated, secured and executed product supply-chain to market delivery
 - Instrumental in growing account revenue from \$40M to \$70M+
-

PROFESSIONAL SALES EXPERIENCE

Phoenix Technologies, Milpitas, CA

Senior OEM Account Manager (April '03 – November '06, October '08 to January '10)

Global OEM account manager. Generate sales of embedded data storage and security software solutions with major PC OEM/OEM partners and customers, including Acer, Toshiba, Sony, Quanta, Compal, Wistron, Fujitsu and Kingston. Develop and maintain system builder and integrator partners channels to increase market position and brand awareness.

Major responsibilities:

- Creating and implementing OEM partner sales program to generate \$5M+ in incremental revenue
- Explore and generate predictable revenue opportunities pipeline
- Develop sustainable sales partnership with PC OEM/ODMs, system builders and integrators
- Grew sales revenue with existing customers up to 200%

Palamida, Inc., San Francisco, CA
Western US Account Manager (November '06 – April '08)

Senior account manager for the western US territory. Generate sales of SaaS enterprise software IP asset management solutions with major technology and software companies, including TIBCO, VMware, Sun, Boeing, First American Title and etc.

Major responsibilities:

- Direct enterprise sales and business development
- Create, generate, plan, implement and execute account sales plans
- Top producing sales person
- Met and exceeded territory quota (\$1M) requirements (150%+)
- Consistently developed strong and sustainable client relationships with senior level executives

Advanced Micro Devices, Sunnyvale, CA
Territory Account Representative (August '01 – January '03)

Account sales representative in the greater Los Angeles territory. Generate sales opportunities with integrators and resellers of personal computer systems.

Major responsibilities:

- Increased market share over rival competitor from 20% to 30%, year over year
- Frequent visits with resellers and retailers to increase product brand awareness
- Responsible for over \$2M+ of annual business

PROFESSIONAL MARKETING EXPERIENCE

Quest Software, Irvine, CA
Product Manager (May '00 - August '01)

Managing the Spotlight diagnostics tools for Oracle databases, Windows OS and Web servers.

Major responsibilities:

- Devising product life cycle and marketing plans
- Representing the company at industry tradeshows and seminars
- Presenting product overviews and demonstrations for customers
- Annual product contribution exceeding \$2M+ in revenue

Sharp Microelectronics, Camas, WA
Product Manager (1998-2000)

Managing the display driver and microprocessor product lines.

Major responsibilities:

- Providing tactical plans targeting embedded design markets
- Communicating with Japanese counterpart to forecast and meeting market needs
- Responsible for product-line generating over \$10 million of annual sales revenue

Kingston Technology Company, Fountain Valley, CA
Product Manager (1992-1998)

Managing the processor upgrade, portable storage, and non-volatile memory (flash) product lines.

Major responsibilities:

- Formulating price, profit margin and forecast analysis for marketing and business strategies
- Launched new products and generating \$25 million of incremental revenue annually
- Initiated and implemented product plans for flash memory product category
- Responsible for product-line generating over \$30 million of annual sales revenue

EDUCATION

Masters in Business Administration (May '98) • California State University, Long Beach
B.S. in Business Administration (May '93) • California State University, Long Beach

MICHAEL KUO-HSIEN TAO

10357 Sparkling Dr.
Rancho Cucamonga, CA 91730-0315
626-418-6717 Email a0911tao@yahoo.com

EXPERIENCE

JUL 2019—CURRENT

SALES REPRESENTATIVE, SC CONNECTIONS INC., SAFELINK WIRELESS, SANTA FE SPRINGS, CA

Greet and welcome to customers
Introduced cellular phone to customers
Used tablet for application
Set up cellular phone into use
Explained customer guidelines to customers

APR 2019—JUN 2019

SALES REPRESENTATIVE, OPENEDGE INC., ASSURANCE WIRELESS, ONTARIO, CA

Greet and welcome to customers
Introduced cellular phone to customers
Used tablet for application
Set up cellular phone into use
Explained customer guidelines to customers

JAN 2019—MAR 2019

WAREHOUSE ASSOCIATE, ADECCO, CROCS, RANCHO CUCAMONGA, CA

Unloaded and loaded trucks
Picked and packed packages and boxes
Palletizing and pulled pallet jack
Sorting packages and boxes
Put label on packages and boxes

MAY 2018—DEC 2018

WAREHOUSE ASSOCIATE, ULTRA PERSONNEL, US ELOGISTIC, ONTARIO, CA

Scanned items and sorting, include measurement and weight
Scanned items and label for shipping
Sorting and palletizing
Built pallet for storage and shipping
Picked and packed for shipping

JAN 2018—APR 2018

MASTER CONTROLLER, SKY LINK TV, ROSEMEAD, CA

Watched TV programs for any interruption

Input programs and advertisements for broadcast
Downloaded programs from You Tube and cut into section
Captured programs from Channels and cut into sections
Stored programs into data file for broadcast

JAN 2017—DEC 2017

**ADMINISTRATION ASSISTANT, UNIVERSITY OF KANG NING,
TAIPEI, TAIWAN**

Recorded purchase of goods and equipment.
Calculated depreciation of good, equipment, land, and building.
Leased dormitories, classrooms, gym, and auditorium.
Handled school fire and property insurance.
Managed student and parking entrance system.

SEP 2011—DEC 2016

INFORMATION ASSISTANT, DA AI TV, TAIPEI, TAIWAN

Input all news video and text document into information storage system.
Checked all news video sound and text document accuracy.
Revised all news video sound and text if inadequate.
Captured video screen into file documents for users.
Stored all video tapes into storage room sectors.

EDUCATION

**BUSINESS MANEGEMENT, CHAMINADE UNIVERSITY OF
HONOLULU, HAWAII**

Bachelor of business administration in management, minor in accounting

SKILLS

- Word, Excel, and PowerPoint
- Proficient in Chinese

Jun Yeon Kim

63 Streamwood
Irvine CA, 92620
Email: gl2u81@hotmail.com
Cell: (949) 300-1327

Profile

Built a reputation inside the company as a quick, precise and organized individual. Multi-tasked phone calls, emails and reports during the early employment days, and later, as sales, did cold-calling to secure new customers while working with inside co-workers for problems, issues and troubleshooting. Would go out on sales calls to visit existing customers as well as potential new customers ranging from Valencia to Ontario in securing new business and maintain the existing business.

Outgoing and prepared, provided youthful energy for the work environment while cooperating positively with the co-workers by doing basic things right and timely.

Work Experience

Logistic Consultant

Haeshin Consulting - Irvine, CA

July, 2014 - current

- Coordinated booking arrangements for my importing Customers.
- Coordinated US Customs Entry via a vendor for my importing Customers.
- Trouble-shoot issues/problems that arise at origin and at destination.
- Handled AP to overseas vendors and AR from the Customers via Quick Book.
- Handled weekly 700-1000 FEU.

Logistic Specialist and Sales

Air Container Line - Torrance, CA

Mar, 2014 - July, 2014

- Worked as Logistics Consultant and Sales.
- Troubleshoot problem cases for my Customer's import/export/air shipments.
- Generated new customers via networking and cold-calling.
- Notable Account - Living Spaces, Vizio, Paramount Farm, Korean Farm, Veratex

Sales Manager

De-Well Logistics - Rancho Dominguez, CA

Apr, 2012 - Oct, 2013

- Worked as Sales Manager with a team of 2 Sales.
- Troubleshoot problem cases for my customer's Import/Export/Air shipments.
- Generated new customers via networking and cold-calling.
- Notable Account - Living Spaces, Vizio, Lancham, Quality Packaging, Veratex

Sales Representative

Orient Express Container Group - Cerritos, CA

Apr, 2010 - Oct, 2012

- Worked as Outside Sales by chasing those FOB term importers.
- Troubleshoot problem cases for my customer's Import/Export/Air shipments.
- Generated new customers via networking and cold-calling.
- Notable Account - Living Spaces, Vizio, Lancham, Quality Packaging, Veratex

Sales Support
Hyundai Merchant Marine - Brea, CA

Jan, 2006 – Mar, 2010

- Worked as a Trans Pacific Trade West Bound Sales Support and handled Ocean Freight, Service Contract amendment, and trouble shooting.
- Later, transferred to Trans Pacific Trade East Bound Sales Support and handled Ocean Freight, Service Contract amendment, and trouble shooting.
- Returned to work at Trans Pacific Trade West Bound as Service Contract Manager, handling about 300 Service Contracts.

Customer Service Representative
National Water and Power - Irvine, CA

Mar, 2005 – Dec, 2005

- Worked at a call center and took an average of 100 calls daily and assisted customers as well as property managers with payments, invoices and trouble shooting.
- Later worked as a Data Analyst, compiling several different reports of readings and measurements into one report.

Cashier
Seattle's Best Coffee - Irvine, CA

Dec, 2001 – Dec, 2004

- Worked as a cashier and served drinks/food mainly during the morning shift.
- Handled opening the store at 6am and also handled closing later as my experience grew, and became the person in charge during the absence of the owner to run the store.

Education

- Graduated University of California, Irvine with Bachelor's Degree in International Studies in 2005.

Skill Set

- Basic Excel, Word, Powerpoint, Cognos Analysis Studio 8, Windows Information Network System.
- Fluent in reading, writing and speaking of Korean and Japanese language with good understanding of Chinese characters as well as minimal Chinese language.
- Advanced knowledge of Transportation, Freight Forwarding and Supply Chain Management.
- In-Depth knowledge of Logistical administration and Cost Control.
- Knowledge of Federal Maritime Commissions (FMC) rules and regulations.
- Excellent Oral and Written communication skills
- Responsible for overall performance of Logistics Department
- Knowledge of Accounts Receivable and Accounts Payable in Logistics industry.

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.

HELLEN TAN

11741 207th Street, lakewood 90715, U.S.A | 9176152437 | hellen.tm.tan@gmail.com

Profile

A highly self-motivated sales and marketing specialist in technology and recreational industry with 3+ experience in business category. Positive thinker and team player to carry the project mission.

Experience

Channel & Collegiate Events Marketer

04/2019 – present

GIGABYTE USA INC., City of industry, United States

- Evaluating Marketing campaigns and adapting based on the lessons learned.
- Monitoring competitor's marketing activities and react when necessary.
- Contribute to the collection of market requirements and interact with the product management team to assure that all product developments are in line with the market positioning.
- Average 40% membership growth from the community and average 30% participating rate from every coordinated events.
- Coordinating the Corporate Marketing Communications activities regarding to the new product launch campaign.
- Coordinate with all the departments involved in the organization of the event.
- Event strategy coordination and implementation.
- Negotiated with partners and sponsors.

Account Manager-Distribution and E-tail

05/2017 – 03/2019

GIGABYTE USA INC., City of industry, United States

- Researched, analyzed, and conceptualized business strategies for profitable penetration into new and/or existing market segments.
- Generated average 13% sales quantity growth in Graphic Card category and 10% growth in Motherboard category Year-over-year.
- Monitored distribution and E-tail account statuses such as Account Receivable., and order fulfillment.
- Executed new product launch plans, monthly or periodical promotions, and strategies to meet the target goal.
- Attended trade shows for client interaction and lead generation.
- Consulting clients on priority programs and market performance.

E-Commerce Account Manager

09/2015 – 04/2027

Expert Computer International Inc., Paramount, United States

- Boost 20% increase in AOV, 5% increase in listing

Experience

visit duration, and 2% decrease in bounce rate in the initial 3 months.

- Review and ensure product listings are clear, complete & meet the standards
- Develop sales strategy for existing inventory and new product launches
- Review competitors and keep track of new products and their pricing
- Monitor daily sales, inventory and generate reports
- Research for content, marketing avenues and new business opportunities.
- Forecast future buying trends and placing inventory order with factory in China based on forecasting.

Education

Marketing and Hospitality

09/2013 – 06/2014

University of California, Irvine, Irvine, United States

Sales , Marketing, Branding , Business Development, Advertising in hospitality industry.

Bachelors in Business Administration-Recreation and Sports Management

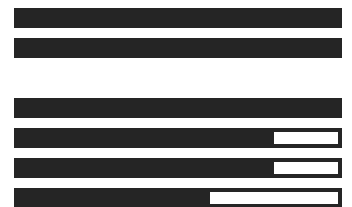
09/2007 – 06/2011

National Taipei university, San Xia, Taiwan

Skills

Computer skills

Microsoft Office
Google
Slide/Sheet/Doc/Form
Social Media
Amazon Advertising
Mailchimp
Adobe Photoshop



Professional Skill

Communication
Interpersonal Skill
Customer Service
Problem Solving
Time-Management
Public Speaking
Leadership



Languages

English
Chinese
Japanese

Full
Native
Elementary

Nick Busalacchi, PMP

Senior Design Strategist & Organizational Consultant

📍 Los Angeles, California

Summary Business + Planning + Communication

Versatile strategist and project manager experienced in delivering place-making and organizational design strategies for large-scale projects. Connector of people and ideas who is expert at crafting narratives and driving initiatives forward through clear vision and coordination. Looking to collaborate across practice areas to produce spatial and operational solutions that meet clients' business objectives.

Experience

● AECOM

Senior Design Strategist, Strategy+ | San Francisco | 10/18 - 07/19

Managed production of placemaking and organizational design strategies for major governmental and corporate clients. Conducted user research and facilitated client workshops to develop clear project visions and objectives. Coordinated with multidisciplinary teams and external partners to deliver transformative business and design interventions.

Senior Analyst, Global Cities | San Francisco | 03/18 - 10/18

Engaged cross-business line leaders and external partners to catalyze transformative infrastructure projects in strategic markets and enhance the firm's profile as a thought leader in delivering urban solutions. Coordinated with community, academic, and industry partners to produce AECOM's final design report for Rockefeller Foundation's Resilient By Design Challenge.

● University of Southern California

Researcher, Annenberg Innovation Lab | Los Angeles | 08/14 - 12/17

Designed and facilitated four participatory workshops for the Downtown LA Innovation Corridor World Building Project while teaching undergraduate communication courses and completing doctoral coursework and research.

Researcher, Center for Economic Development | LA | 09/12 - 08/14

Conducted site assessments, socioeconomic and financial analyses, stakeholder interviews, and surveys to produce evidence-based strategic plans for government agencies and economically disadvantaged clients.

● HNTB

Public Involvement Representative | Chicago | 09/10 - 04/12

Oversaw delivery of public outreach and planning activities as owner's representative for a \$4.4 billion rail reconstruction program. Maintained seamless coordination with agency officials, Class I freight railroads, and consultants.

Sales Coordinator, Federal Division | Kansas City | 08/09 - 09/10

Collaborated with CSO and business development leaders to design SOPs for tracking sales leads and making data-driven go/no-go decisions. Evaluated pursuits through market research, proforma analysis, and financial modeling.

Education

MA in Communication, New Media & Technology

USC Annenberg School for Communication | 12/17 (PhD ABD)

Graduate Certificate in Digital Media & Culture

USC School for Cinematic Arts | 05/17

Master of Urban Planning, Economic Development

USC Sol Price School of Public Policy | 05/14

Bachelor of Business Administration, Marketing

University of Wisconsin-Madison | 05/09

✉ njbusalacchi@gmail.com

📞 +1 262.510.1935

Core Competencies

- Project management (PMP)
- Strategy development & planning
- Design thinking & user experience
- Narrative design & storytelling

Select Projects

- Detroit Water and Sewerage Department organizational development, workforce inclusion, and contractor participation plans
- Nokia Silicon Valley HQ workplace strategy and design
- Thai Civil Aviation Training Center business strategy and facilities plan
- Oregon Manufacturing Innovation District master plan
- Resilient By Design Bay Area Challenge final design report
- Downtown LA Innovation Corridor World Building Project
- Los Angeles Measure S ethnographic study
- Chemehuevi Tribe agricultural development strategic plan
- Santa Rosa Band of Cahuilla Indians broadband development plan
- Chicago Region Environmental and Transportation Efficiency Program
- Proposal production for two Naval Facilities Engineering Command Mega-MACC contracts (Guam, USA)
- Anacostia Waterfront Initiative Ten Years of Progress report

Tools

- Microsoft Office Suite
- Adobe Creative Suite
- R & SPSS
- Information visualization
- Film production & editing

Languages

- English (native)
- Mandarin Chinese (intermediate)
- Spanish (intermediate)

RUTH CHOU

Client Advisor/ Personal assistant

Newport Beach, CA 92663
ruthchou0@gmail.com
(949) 9423995

Be a valued salesperson for a well-known brand that will profit from an energetic top performer that excels in customer service

Authorized to work in the US for any employer

WORK EXPERIENCE

Management

Roberto Cavalli - Costa Mesa, CA
April 2018 to May 2019

- Handling store operations
 - Drafting in-house communications
 - Implementing sales strategies
 - Doing cost management
 - Resolving interpersonal conflicts among staff members
 - Meeting sales targets
 - Meeting with clients especially Chinese clients
 - Reviewing sales reports
 - Reviewing competitor performance and market reports
-

BDC Representative

Fletcher Jones Management West - Newport Beach, CA
August 2017 to April 2018

- Answering incoming phone calls and online enquiries.
 - Logging customer details and comments in our system.
 - Scheduling appointments and following up with any "no show" customers.
 - Maintaining thorough, up-to-date knowledge of our products.
 - Ensuring potential customers are aware of any promotions.
 - Adhering to all company policies and procedures.
 - Maintaining contact with customers to ensure they are happy with our service.
-

Client Advisor/Sales

Louis Vuitton - Costa Mesa, CA
September 2015 to August 2017

- Met all aspect sales expectations
 - Follow up and invite clients to private events to generate sales, specializing in Mandarin clientele
 - Top 5 in sales out of 30 employees
 - Quick thinker and adjust to my environment rapidly
 - Organize and schedule client appointments
-

Key Holder

Lacoste - Costa Mesa, CA

October 2012 to September 2015

- Activities to ensure that customers receive courteous service and the best clothing selections
- Responsible for creating own clientele book and follow up
- Accomplished set goals
- Open and close the register
- Specialize in Mandarin clientele

EDUCATION

Associate in Graphic Design

Irvine Valley College - Irvine, CA

February 2010 to January 2012

SKILLS

- **Customer Service**
- **Customer Care**
- **Filing**
- **Scheduling**
- **Receptionist**
- **Billing**
- **Data Entry**
- **Excel**

ADDITIONAL INFORMATION

Fluent in Mandarin

Shaomin Ivy Lin

Recruiter/QC Specialist, Cantonese and Mandarin Interpretation/Translation

Los Angeles, CA

mm2cft@gmail.com 323-325-1882

Seeking for a position of office coordinator in a highly reputed organization

Authorized to work in the US for any employer

Work Experience

QC Specialist, Interpretation

United Language Group - Burbank, CA

January 2017 to Present

- Support and ensure the delivery of high-quality customer service by monitoring the competence, performance and compliance of operators and interpreters
- Review a selection of calls daily
- Ensure quality of phone lines and connection between all parties
- Evaluate the recorded correspondences based on a predetermined set of core competencies
- Perform consistent and objective analysis and feedback
- Evaluate Mandarin and Cantonese interpreters' performance. Provide one on one coaching for interpreters based on service observation results and customer feedback.
- Conduct investigations on complaints and provide reports as requested. Provide feedback and recommendations to interpreters in related to the complaints.

RECRUITER/ Mandarin and Cantonese Interpreter

United Language Group (Formerly - Language Select) - Burbank, CA September 2012 to December 2016

- Perform full cycle recruitment for over-the-phone interpreting (OPI) department.
- Develop and execute targeted recruitment projects designed to fulfill requests.
- Established recruiting strategies and analyzed candidate strengths
- Develop candidate base through social media, cold calling, referrals, recruiting, and etc.
- Reviewed applicants by discussing job requirements.
- Develop and cultivate strong relationships with various levels of management, candidates, and external recruiting sources
- Interpreted and translated conversations and oral instructions from English to Chinese Mandarin or Chinese Cantonese
- Managed and provided consecutive and first-person interpretation over the phone.
- Provided Multilingual interpretation services for various insurance companies, government agencies, Social Security Administration, financial institutions, hospitals, medical networks, etc.
- Complied with established interpreter ethics and followed data confidentiality policy, as applicable.
- Interacted with and interpreted for clients from different socio-cultural and economical backgrounds.

Customer Service Representative

Dara, Inc. - Los Angeles, CA

January 2010 to March 2012

- Coordinated inventory records, incoming stocks, and all aspects of material planning and stock room material flow
- Identify materials that need to be ordered and ensured the accurate ordering. Maintained accurate information such as pricing, delivery dates in the inventory database.
- Responsible for the daily operations of the department. Perform customer care and customer service.

- Oversea merchandising and display for nail art's department
- Responsible for the cash and the register of the nail art's department
- Responsible for communicating with the factory office in China regarding company's overall purchasing issues.

Account Manager/Sales Representative

PGM-Pro, INC - Los Angeles, CA

September 2007 to December 2009

- Managed company accounts include wholesale and retail accounts
- Coordinated school sponsorship program
- Managed the needs/requirements of high revenue commercial accounts through extensive follow-up procedures.
- Assist clients with inquiries via email and telephone and fax regarding order status
- Consistently demonstrate the ability to effectively handle difficult calls and emails
- Improving customer service based on client feedback through the development of new policies and procedures. Successfully handled all public relations issues.
- Performed customer care and customer service
- Review Customer's overdue balances
- Support Accounts Receivable in collection efforts
- Double-checking forms and various papers for accuracy, editing or consulting accounting manager when required
- Support Accounting team in various functions depending on business needs.

Sales Associate/Customer Service

JCPenney - Glendale, CA

September 2003 to March 2005

- Worked at the Fashion Jewelry Department as a sales associate
- Took great care of jewelries, kept them organized, safe in their place, and kept a neat and orderly department
- Performed customer service. Assisted customers with their individual needs, directed them to appropriate department if necessary

Education

Bachelor's in Liberal Studies

California State University-Northridge - Northridge, CA

August 2002 to June 2006

Skills

- Chinese Cantonese 广东话 (Native - Read & Write) (10+ years)
- Chinese Mandarin 普通话 (Native - Read & Write) (10+ years)
- English (Native - Read & Write) (10+ years)
- Shanghainese 上海话 (Beginning) (10+ years)

Assessments

Written Simplified Mandarin for English Speakers — Expert

February 2019

Measures a candidate's ability to respond to basic requests written in Simplified Mandarin.

Full results: https://share.indeedassessments.com/share_assignment/dnzk4trhn7hl2cc

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

- Sourcing and Recruiting Skills,
- Human Resources and Employee Relations
- Documents translation
- Telephonic Interpreting.
- Customer Service and Sales skills
- New Client Development, Cold Calls, and Prospecting
- Resolving Customer Problems
- Maintaining Existing Clients
- Microsoft Windows, Microsoft Office, Outlook, Photoshop, QuickBooks
- Front desk reception
- 10 Key and Switchboard
- Data Entry / 50 WPM

WAREHOUSE MANAGER



Average salary
25/hour

Average experience
5 years

Daniel Chen

dan12586@asu.edu | Chino, CA | 480-584-7867 | <https://www.linkedin.com/in/danielchencyt/>

PROFILE

- Global fulfillment operations professional with over 3 years' strong experience in managing supply chain projects such as sales and operations planning for peak season, semi-annual inventory counting, pricing/cost analysis, and supply chain performance scorecard, within the consumer electronics industry.
- Possess strong knowledge of supply chain analytics concepts, such as operations management, demand forecasting, and root cause analysis. Proficient in Lean Six Sigma (DMAIC, Kaizen), WMS, and Microsoft Excel (v-lookups, VBA, macros).
- Fluent in English and Mandarin Chinese, verbal and written communication. Also knowledgeable in Tableau, SQL and Python.

PROFESSIONAL EXPERIENCE

Newegg Inc.

Supply Chain Manager

Jul 2019 – Present

- Responsible for managing supply chain projects, such as sales and operations planning for peak season, semi-annual inventory counting, pricing/cost analysis, and supply chain performance scorecard, within the fulfillment operations department of an \$80MM organization in the consumer electronics industry.
- Leads PDCA projects and works with multiple distribution centers to improve fulfillment lead time and customer satisfaction.
- Leads a team of 100 to run fulfillment operations with 5,000 orders on a daily basis.
- Provides analytical support with database queries on WMS and data translation into feasible presentation and reporting.
- Produces monthly operations finance scorecard to support business decision making.

Warehouse Operations Specialist

Aug 2017 – Jul 2019

- Publishes fulfillment daily vital signs to drive process improvement in a timely manner.
- Troubleshoots complex operational issues for 9 distribution centers to minimize fulfillment down time and smooth process within entire supply chain network.

Achievements:

- Successfully consolidated 30 last-mile carriers into 1, creating \$8MM of freight savings.
- Developed new warehouse picking methods utilizing conveyor systems, resulted in \$100K of annual savings on operational expenses.

EDUCATION

W. P. Carey School of Business at Arizona State University

Tempe, AZ

Master of Science in Global Logistics

Aug 2016 - May 2017

National Chiao Tung University

Hsinchu, Taiwan

Bachelor of Science in Transportation and Logistics Management

Sept 2010 - June 2014

Dennis Dan Yen Wu

1912 S. Bradshaw Ave Monterey Park, CA 91754. (626) 927-8059 dennis.d.wu@gmail.com

SKILLS

Languages: Fluent English, Cantonese and Mandarin Chinese

Public Relations: Customer service, Private Swimming Instructor, Youth Basketball Instructor,
Leadership with Certified Firefighter Type II

EDUCATION

California State University of Los Angeles, Los Angeles, CA Fall 2016- Present
Bachelor of Arts, Fire Protection Administration

East Los Angeles College, Monterey Park, CA Fall 2013- Spring 2016
Associates Degree, Fire Technology

RELEVANT EXPERIENCE

Crew 76 Ranger (Firefighter Type II), Arcadia/ Boyle Heights April 2018-Present
Chainsaw Operator/EMT/Leadership

- Serve as EMT within the firefighter handcrew during daily training and while engaging in fire assignments
- Monitor and respond to injuries of crewmembers during training and to civilians during fire assignment
- Participate in fire suppression operations as part of a 20-person handcrew
- Monitor the engine's physical performance, attendance, and submit weekly reports to Squad Leaders, Crew Lead, and/or Fire Coordinators
- Communicate efficiently with crewmembers and fellow overhead to address issues that need immediate attention

City of Montebello, Montebello, CA Summer 2014, 2015
Lifeguard

- Perform surveillance to ensure the safety of patrons occupying the pool
- Assist patrons with First Aid and Rescue when in distress
- Activate Emergency Action Plan established by the City and ensure the wellbeing of patrons
- Implement and enforce facility codes and regulations

ADDITIONAL EXPERIENCE

DT Trading Inc., Pico Rivera, CA July 2014 – Present
Warehouse Manager/Associate

- Receiving, stock, distribution, inventory, packaging, product inspection, ordering, transport and organization of requests for delivery and warehouse operation
- Train new warehouse associates with all required job specification stated by the company
- Supervise warehouse associates and ensure the daily tasks are complete at the end of work day

GAP Inc., Commerce, CA

November 2013-July 2015

Sales Associate/ Cashier

- Provide assistance with customer regarding questions about products or any information regarding the store
- Greet customers with enthusiasm and welcoming attitude
- Ensure the customers leaves the store with exceptional experience

Herald Youth Basketball Camp, Temple City, CA

September 2019-Present

Basketball Coach

- Design and carry out basketball drills and strategies with approved standard with the overhead of the program
- Implement and run activities for a group of approximately 10 students
- Establish acceptable sportsmanship behavior guideline with students' comments

Self-employed, Alhambra/Monterey Park, CA

Summer 2016, 2017

Private Swim Instructor

- Provide 1-on-1 swim lesson plans for children age 6 to 9
- Ensure the competency of students when advancing to higher level of skills
- Supervise the safety and wellbeing for students

CERTIFICATIONS

- **National Registry of Emergency Medical Technicians**
 - Registry Number: E149383 (07/16/2019 - 07/31/2021)
- **American Heart Association**
 - BLS Provider (03/21/2019 – 03/21/2021)
- **FFT2**
 - Firefighter Type 2
- **S-212 Fire Chainsaw Operator**
 - FAL3- Faller certified (*Restricted*)
- **S-190**
 - Introduction to Wildland Fire Behavior
- **L-180**
 - Human Factors in the Wildland Fire Service
- **ICS-100**
 - Introduction to Incident Command System
- **ICS-200**
 - ICS for Single Resources and Initial Action Incident
- **IS-700**
 - National Incident Management System (NIMS)
- **S-110**
 - Basic Wildland Fire Suppression System
- **S-130**
 - Firefighter Training

HUY TIET

264 EAST BROOKPORT ST. COVINA, CA 91722 | MOBILE: 626-426-3504 | HTIET@VERIZON.NET

EDUCATION

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

BS Engineering Technology
Major: Mechanical Engineering.
Graduated: June 1998

GPA | 3.22

GRADUATION - CAL POLY POMONA

JUNE 1998

- Graduated as a Mechanical Engineer

ASHRAE - AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR- CONDITIONING ENGINEERS - *Members*

Feb 1997 -
June 1998
Southern CA

- Tri - County member of Southern California

CAL POLY POMONA UNIVERSITY - CONTINUING COLLEGE

August 1995-
June 1998
Pomona, CA

CITY COLLEGE OF SAN FRANCISCO - ATTENDING COLLEGE

August 1991 -
Dec 1994
San Francisco,
CA

RELEVANT COURSEWORK

HVAC Systems

EXPERIENCE

WYNRIGHT CORPORATION

Mechanical Engineer - Senior Product Support Specialist - Client Care

Feb 2014 -
Dec 2018
Chino, CA

- Customer services - Helping customers to find parts to get the conveyor systems back up and running in the time manner

WYNRIGHT CORPORATION

Mechanical Engineer - Customer Service - Parts, Maintenance, Repair/Services

Jan 2005 -
Feb 2014
Chino, CA

- Customer services - diagnose Conveyor system problems. Helping customers to find parts to get the conveyor systems back up and running in the time manner

WYNRIGHT CORPORATION

Mechanical Engineer - Conveyor systems design

Aug 1998 -
Jan 2005
Chino, CA

- Projects manager
- Design conveyor systems or related equipment for warehouses, and distribution centers in Material Handling Industries
- Design air systems

- Fields commissioning - testing conveyor systems after installations

**TECSTARS CORPORATION - PRODUCING SOLAR PANELS FOR THE U.S. GOVERNMENT PROGRAMS -
*Reactors Tech.***

Feb 1997 -
June 1998,
City of
Industries,
CA

- Running reactors.
- Promoted to Reactors Tech to fix reactors when having problems to produce Wafers.

**RAIN BIRD CORPORATION - IRRIGATION PRODUCTS
*Internship: Lab Tech - Golf Division***

Jan 1997 -
June 1998
Glendora, CA

- Testing varieties sprinklers
- Communicates and provide tests data to engineers of test results for analysis.

OTHER

- **Activities:** Fixing vehicles
 - **Languages:** English (native), Vietnamese (native), Chinese (Cantonese)
-

Lawrence Joon Howe Tan
7711 Port Arthur Dr, Eastvale, CA 92880
Cell: 512-689 3809
Home: 909-440 8978
cheetah77@hotmail.com

Seeking a position utilizing the following experience
Bachelor of Information Technology
(Majoring in End-User computing
And Logistics and Operations Management),
University of Southern Queensland, Australia
NABCEP Photovoltaic (PV) Entry Level Certificate of Knowledge, North America Board of Certified
Energy Practitioners
APCIS, member
Written/spoken: English and Chinese

Senior Operations Manager Mentor Media (USA) SCM Inc. July 04 to Present
(Business: Manufacturing/kitting) Ontario, California

Improved operations flow by automation and resulted in annual cost saving of \$1.5 million.

Ensure KPI are met and set new KPI (Logistics, Production and Quality Control) using Lean management and Kaizen methodology.

Using Kaizen to improve the receiving and shipping flow resulted in cost saving of more than a \$1million annually.

Work closely with the Sales team

Setup of new requirement based on customer needs.

Getting the company to be ISO 9000 certified

Planned daily operations resources

Negotiation with Vendors on reduction of cost

- Transportation cost
- Raw material cost

Start up new factories/warehouses in Austin, TX, Ontario, CA, Miami, FL, Atlanta, GA and Sao Paulo, Brazil. Assist start up in Juarez, Mexico

Warehouse Executive DB Schenker May 02 to May 04
(Business: 3rd Party Warehousing) Singapore

Analyse of racking requirement and storage efficiency in the warehouse

Handling of Purchase Requisition for equipment, racks, shelves and etc.

- Sourcing for supplier for the required product
- Liaising with supplier for prompt delivery and payment made to the supplier

Participate in setting up new operational procedures for new account in conjunction with sales team

To ensure daily targets are met and properly carried out within the lead time

Control of stock inventory and accountability

Managing on proper manpower deployment

Regional Demand Planner Boston Scientific Asia Pacific Pte. Ltd. June 00 to May 02
(Business: Life-Sciences) Singapore

Plan for the optima medical supply level

Co-ordinate between the Asia-Pacific countries and the World-wide Distribution Centre in Europe/U.S.A.

Plan for monthly forecast allocation to Asia Pacific country

Reduce obsolescence

Work closely together with Marketing and Sales department for critical and new products

Software used is SAP

Logistics Analyst HP Singapore (Sales) Pte. Ltd. Aug 99 to June 00
(Business: Computer related equipment) Singapore

Plan for parts set up;

- Plan and forecast computer parts usage and storage in the region
- Plan and organise parts availability and cost reduction, and ensure monthly Month of Supply (MOS) targets are met
- Minimise excess and obsolescence in all products

Monitoring 3rd party/supplier performance

Improve process flow of goods between inter-country transfers of parts

Monitor and plan the process of RMA (Return Material Advice)

Ensure cost reduction in every aspect of supply chain

- Involve in assessment 3rd party warehouse and forwarder pricing
- Sourcing for the lowest computer parts without compromising the quality

Operations Executive Singapore Technologies Logistics Pte. Ltd Nov 96 to Aug 99
(Business: 3rd Party Warehousing) Singapore

Managing customer's inventory

Supervising the Inventory Management Centre of the warehouse

-Ensure incoming and outgoing order fulfilment processes timeliness and accuracy

Study new customer's I.T. requirement and implementing/recommending these existing/new systems to the customer/warehouse

Provide user training on the Integrated Logistics and Inventory System (ILIS - in-house logistics systems) and Automated Storage and Retrieval System (ASRS)

Shahram Okhovat

North Hollywood, CA 91601
shawnokhovat@gmail.com
2134074070

Authorized to work in the US for any employer

Work Experience

Shipping and Receiving Manager

Midthrust Imports - Los Angeles, CA
August 2017 to August 2019

Managing the shipping and receiving and doing the packing lists and supervising the warehouse staff.

Production Manager

select clothing company - Los Angeles, CA
April 2016 to August 2017

production management.

ceo partner

Color Of Time Inc - Woodland Hills, CA
November 2012 to July 2016

Retail store for ladies clothing and accessories

Ceo partner

Vermani inc - Los Angeles, CA
January 2008 to September 2012

managing a retail store.

Ceo partner

Carucci inc - Los Angeles, CA
April 1993 to January 2008

manufacturing and wholesale ladies clothing.

Ceo partner

Quiz Inc. - Los Angeles, CA
February 2005 to March 2007

manufacturing and wholesale of ladies clothing

Ceo partner

Paloma inc - Los Angeles, CA
May 1991 to January 1998

wholesale and manufacturing of ladies clothing.

Ceo partner

Token Rent A Car - Manchester, Greater Manchester
January 1989 to January 1991

leasing buying and renting cars.management

Property Management

Realty estate inc - Manchester
January 1986 to January 1989

Jan, 1986 / Jan, 1989

This company was involved in investment properties buying property remodeling repairing and leasing. property management,leasing,and acquisition.

Partner and manager

Lotus Chinese restaurant - Tel aviv
January 1983 to January 1985

Restaurant and catering business

Ceo

Transeast international inc - manchestere
January 1981 to January 1982

Transportation of goods from Europe to middle east

Education

Master's in statistics

Brunel university - London
June 1978 to June 1981

Bachelor's in statistics and informatics

Institute of statistis and informatics - tehran
October 1973 to April 1977

Skills

computer-managerial skills-accounting-customer service, Inventory, training, Scheduling, Operations, Microsoft Word, Word, Inventory Management, retail sales, Team Building

Additional Information

I speak in four languages.

Peter (ChengYu) Chiang

1311 N. Crape Myrtle Dr. Azusa, CA 91702 | 626-905-0303 | wilson3330@hotmail.com

Objective

Operation Officer

Education

B.A. | EXPECTED JUNE 2014 | CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

- Major: Business Administration – International Business
- Related coursework: Managerial Finance, Principles of Marketing, Principles of Management, Organizational Behavior, Operational Management, Managerial Statistics, International Marketing, International Comparative Management

B.A. ATTEMPTED | SEPTEMBER 2010 – JUNE 2011 | UNIVERSITY OF CALIFORNIA, SANTA BARBARA

- Major: Business Economics emphasis in Accounting
- Related coursework: Management of Information, Intermediate Microeconomics, Financial Accounting Analysis and Planning

TRANSFER | SEPTEMBER 2006 – JUNE 2009 | MT. SAN ANTONIO COLLEGE

- Major: Business Administration
- GPA: 3.3
- Related coursework: Principles of Business, Business Law, Principles of Microeconomics, Principles of Macroeconomics, Principles of Managerial Accounting, Principles of Financial Accounting,

Summary of Qualifications

- Ability to handle complaints, appointments, and other customer related services
- Strong cross-sale experience
- Quality customer service and communication skills
- Capacity to multi-task under pressure
- Fluent in both Mandarin Chinese and English
- Strong computer proficiency in Microsoft Office Word, Excel, PowerPoint, Access, and QuickBooks
- High level of responsibility and fast-learning traits
- Fast learner and work well with others
- Tolerant and flexible, adjusts to different situations
- Honest, attentive, earnest, and efficient

Experience

OPERATION & MARKETING DIRECTOR | NOBLE COMPLETE AUTO CARE |JUNE 2018- OCTOBER 2019

- Controlling customer data base in the system
- Making Standard Operation Process (SOP)
- Deal with customer
- Purchaser
- Handling Human Resource (HR) process
- Cashier
- Social media

CAR INSPECTOR | APEX AUTO NET |JANUARY 2014- JUNE 2018

- Check car condition
- Making Standard car shipments
- Deal with customer
- Make condition report and send to over sea customer
- Deal with freight agent
- solve problem during the whole process
- Social media

OPERATION SUPERVISOR | MAXZONE AUTO PARTS DEPO GROUP |JULY 2014- JANUARY 2016

- Controlling warehouse processes (e.g. stocking, shipping, etc.)
- Making Standard Operation Process (SOP)
- Filing customer claims
- Return Merchandise Authorization (RMA)
- Handling Human Resource (HR) process
- ISO 9001
- Domestic Logistics

WAREHOUSE ASSISTANT MANAGER | RS TYPE AUTOMOTIVE SHOP | APRIL 2012 – AUGUST 2012

- Controlling inventory level
- Handling customer needs and demands
- Preparing daily reports
- Preparing shipments for online orders
- Completing warehouse operational requirements

SALES ASSOCIATE | T-MOBILE | SEPTEMBER 2011 – APRIL 2012

- Activating new phone lines
- Serving customers
- Checking inventory
- Creating a friendly, interactive, engaging experience for customers by building confidence
- Maintaining the visual appeal of the store
- Developing positive customers relationships

CASHIER | RJ PATISSERIE | NOVEMBER 2009 – AUGUST 2010

- Managing all cash transaction
- Balancing the daily account at the end of the day
- Interacting with customers
- Assisting customers with their needs and demands
- Identifying opportunities for sale and secure business
- Serving customers

DOCTOR'S ASSISTANT | 1234 EYECARE CLINIC AND OPTOMETRIC CENTER | JUNE 2006 – FEBRUARY 2007

- Responding to clients' questions and complaints
- Scheduling appointments for clients
- Organizing and filing clients' anamneses
- Identifying opportunities for sale and effectively presenting the products to sure business

Contact

jliu025@gmail.com

[LinkedIn Profile](#)

Top Skills · [See all](#)

Microsoft Excel · Customer Service · Sales · Inventory Control · Microsoft Word · Fluent in Mandarin Chinese. · Social Media Marketing · Outlook · Teamwork · Logistics

Accomplishments · [See all](#)

3 Languages

Jerry Liu

Associate Director of Operations at Best Choice Products

Chino, California

Summary

Specialist in the Logistics industry with experience ranging across the spectrum (Customs Services, Freight Forwarding, Trucking, Commerce and Fulfillment)

Experience

Associate Director Of Operations · Best Choice Products

August 2018 - Present · Irvine, California

Senior Fulfillment Manager · Best Choice Products

March 2018 - August 2018 (6 months) · Ontario, California

Warehouse Manager · Best Choice Products

December 2017 - March 2018 (4 months) · Ontario, California

Logistics Analyst · Best Choice Products

July 2017 - December 2017 (6 months) · Irvine, California

International Logistics Manager · CLEANTECH ENVIRONMENTAL LIMITED

November 2016 - May 2017 (7 months) · Irwindale, CA

[See all of Jerry's experience](#)

Education

University of California, Riverside

BS, Business Administration (General Management) · (2007 - 2011)



Samuel K. Wong
285 S. Sentous Ave., West Covina, CA 91792 (626) 379-6139
e-mail wongsamuelk@hotmail.com

Skills & Abilities

- . California BSIS Security Guard
- . Firearm Permit
- . Baton Permit
- . Tear Gas / Pepper Spray Permit
- . CPR (Infant / Child / Adult)
- . Certificated for Basic Life Support
- . With 27 years experience on transportation industry, California CDL B with air break and passenger endorsement.
- . Certificated for FMCSA DOT Vehicles Annual Inspection.
- . MS Word/Excel
- . English / Chinese

Education

- . California State University of Los Angeles Business Admission 1982 to 1986
- . Glendale Community College 1981 to 1982
- . Rosthern Junior College, Rosthern, Saskatchewan, Canada

Experience

Security Guard (American Guard Services) January 2019 to present

- . Work with City of Chino, patrolling on city building, including City Halls, Senior Center, Community Center, City Park. Enforce city ordinance code in public. Handling homeless residence in public area.

Crossing Guard (American Guard Services) February 2018 to present

- . City of Diamond Bar / City of Walnut School district, Secure students crossing safety before / after school.

Dispatcher / Safety Manager (Cosmo Travel, Inc.) January 1991 to January 2018

- . Working for a Tour Coach Transportation arrangement company, dispatch order for driver, up keeping DOT & PUC requirement. Daily inspection on driver paperwork, vehicles condition. Schedule vehicles maintenance service. Microsoft Excel / Word/ Office, QuickBooks, Two ways radio system.

Warehouse Staff (Alfa Box) 1989 to 1991

. Working in warehouse, develop inventory checking system, customer shipment, schedule UPS shipment, restocking items. Forklift (with certification).

Accounting Officer (Delta Tour) 1986 to 1989

. Working in accounting office, managing daily cash flow, A/P, A/R, and Cash flow projection. Monthly closing statement, bank reconciliation.

Alan Wong Cerritos, CA 90703 (resident 20+ years)
Cell (562) 565-0053 Home (562) 865-7401 alanpwong@yahoo.com

Looking for a responsible position in an esteem organization that can utilize my experience and training in legal, inventory control, warehouse management, process control, manufacturing and engineering.

US Citizen. Foreign languages -- Mandarin and Cantonese Chinese both fluent in spoken and written, a fast learner, I am conscientious and embrace ethnicity.

Work Experience

Inventory Control Specialist (As contractor from Acara Agency)

DJI Corporation, captures 65% of drone market in US market and sold worldwide, Besides recreational, DJI provided for law enforcement and commercial applications. Cerritos, CA. (9/2018 to 8/30/2019)

Duties included receiving drone parts and drones from China, perform cycle counts, audit DOA returns from Best Buys, Costco, Fry's Electronics and other vendors, provided supply to internal repair department, new customers, and shipping obsolete parts and DOA returns back overseas.

Warehouse Production Control Administrator - inventory control, recycling (reversed logistic), manufacturing, production control, process control and safety administration

Xerox Corporation - Cerritos, CA.
(5/2005 to 3/2018 --- moved Indiana on March 8th, 2018)

Managed a crew of 10 in manager's absence (~8 weeks a year for last 13 years) in an union environment.

Performed cycle counts, worked with IT data warehouse software, responsible for shipping and receiving, audit, rack to records, checked for any discrepancies and followed up.

Setup printers and copiers with their IP's, gateway and help IT department as needed. Trained on DOT HAZMAT, environmental, ISO, recycling (reverse-logistic R2 Recycling) and insure process identifying which machines to be kept or scrapped.

Ensured safety procedures been observed.

Handled different Xerox contractors and warehouses on their shipping (provided Bill of Lading) and receipt namely from Las Vegas, Guam, Hawaii, Albuquerque, Texas, Hayward, San Diego, Utah, EL Segundo, Calgary Canada and Aguas Cliente Mexico..

Paralegal (2002 to 2004 pro bono)

Navarro and Associates Law Office - Orange, CA

Worked on trademark counterfeit (handled Marlboro Phillip Morris counterfeit trafficking case, patent infringement, record exoneration, and divorce civil cases). Council worked with was my teacher at UCI Paralegal program.

Manufacturing engineer for Xerox Corporation (5/1996 to 5/2002)

Xerox Corporation, EL Segundo -- on PWBA circuit board NC programming and documentation of all BOM for parts, processes involve auto-placement machines and hand-insertion and flow solder through testing.

This Xerox electronic PWBA factory was outsourced to Mexico. Created and managed complete documentation, auto-machines consolidation and parts programming on both SMT (surface mount) and through holes components. Setup process for a correct build through documentation, programming and fixtures. Also, trained operators observing processes for shop order builds.

Contract Engineering Services for Xerox Corporation (1994 to 1996)

Xerox Corporation - El Segundo, CA

Documentation of all shop order builds and NC programming

Novell and PC field Service Engineer (5/1989 to 5/1994)

Image Computer - 6481 Orangethorpe, Buena Park, CA

Computer field services and Novell PC networking and installation. Helped also in developing client's network software application.

Manager, retail sales and mail order (1987 to 1989)

PRC Technology - El Monte, CA

Computer parts wholesale and importer (motherboards and peripheral boards from Taiwan and Hong Kong), PC mail order, sales and services.

Computer instructor (1984 to end of 1985)

Webster Career College - Long Beach, CA

Setup computer PC technician training program, taught students on word processing, Excel, Lotus, database, electronics and digital logic design.

Education

Certificate Program in Paralegal, ABA accredited (March 2003 to Dec 2004)

UC Irvine - Irvine, CA. (nice training since Xerox work outsourced to Mexico)

MS in Electrical Engineering (1/1984 to 1/1988)

California State University - Fullerton, CA (Concentration Computer Engineering)

MS in Industrial Technology (1/1982 to 4/1984)

Eastern Michigan University - Ypsilanti, MI

BS in Mechanical Engineering (5/1977 to 6/1981)

National Taiwan University - Taipei, Taiwan

SKILLS

Warehouse (10+ years), supply Chain (10+ years), shipping (10+ years), manufacturing, engineering (10+ years), documentation (10+), forklift (OSHA certified forklift and standup, standup reach), PC, cabling and networking (15+), negotiation (5+), legal (5+).

Certifications/Licenses

DOT Hazardous Material Training

Certificate Training from Transportation Skills Programs in general awareness, function-specific, safety and security awareness

EPA Environmental Protection Agency Hazardous Waste Generator Training

Certificate Training comply with annual training requirement of the Environmental Protection Agency in 40 CFR 262.34(a, including 265.16

OSHA First Responder Awareness Level/Hazmat Team Training

Certificate Training from TSP Hazardous Materials & Waste Management in Certificate Training from TSP Hazardous Materials & Waste Management in OSHA First Responder Awareness Level/Hazmat Team Training

Six Sigma Yellow Belt Training from Xerox Corporation.

Ellen J. Thursby

West Hollywood, CA 90046

208-705-0360

thursbye@gmail.com

<https://www.linkedin.com/in/ellen-thursby-7a8143117>

Boise State University Boise, ID

May 2018 B.B.A. Supply Chain Management 3.5 GPA

Skills:

- **Excel** including Formulas, VLOOKUP's, and Pivot Tables.
 - **Shopify** experience including starting and running my own drop-shipping store.
 - **Design and product buying**
-

BUYER CBS MANUFACTURING GROUP

APRIL 2019 – JULY 2019 (TEMP CONTRACT)

This position required 24 hour availability for constant communication with Chinese factories and American buyers. I completed PO orders and logistical booking for large American retailers. This position required travel to China to source items in Yuiw, Ningbo, Wenling, Cixi, Suzhou, Shanghai, and Beijing. I was responsible for all English speaking/writing tasks such as phone, email, Microsoft office suite files, and logistical bookings for a 20 million dollar a year company. I ensured quality control, pricing, on time shipping and delivery all while researching trends and designs to create innovative products. I was also given a raise halfway through my contract for outstanding performance.

CO-MANAGER FOREVER 21 BOISE, IDAHO

MAY 2018 – APRIL 2019

Educate associates on ways to drive sales by promoting service standards and product knowledge. Maintain daily payroll planner, develop team schedules, and complete register audits. Ensure all delivery information is accurately reported and verify paperwork meets audit requirements. Daily reporting and analysis of corporate key performance indicators (KPIs). Responsible for talent selection, recruiting, on-boarding, administrative work, new hire documents, training, coaching, engagement, retention, and recognition initiatives. Develop, plan, and administer team achievement promotions.

ASSISTANT MANAGER OF MERCHANDISING FOREVER 21 BOISE, IDAHO

DECEMBER 2017 – MAY 2018

VISUAL MERCHANDISER FOREVER 21 BOISE, IDAHO

FEBRUARY 2017 – DECEMBER 2017

STORE OWNER THURSBYGIRLSHOP

DECEMBER 2018 – CURRENT

Designed and implemented my own ecommerce website using Shopify. Source products, manage payments, marketing, shipping, maintain vendor relationships and customer engagement.

SUPPLY CHAIN INTERN MONSANTO, SODA SPRINGS, ID

MAY 2016 – SEPTEMBER 2016

Stores warehouse clerk. Inspected and received stores MRO materials in SAP. Assisted maintenance and operations with searching for parts in SAP. Assisted purchasing with PO follow up. Shelved inventory. Performed inventory cycle counts. Adhered to robust plant policies and procedures to ensure regulatory safety and environmental compliance at a **OSHA VPP STAR** industrial facility.

LIFEGUARD WALT DISNEY WORLD INC. ORLANDO, FLORIDA

FEBRUARY 2013 – JULY 2013

Lifeguard of the Month August 2013 - selected from over 200 lifeguards.

David Franklin

Summary of Qualifications:

- Electrical and Industrial Design Engineering
- Estimation, take-offs, and working drawings
- Pneumatic, hydraulic, and Electromechanical Devices
- Variable Frequency Drives (VFDs)
- Programmable Logic Controllers
- Title 24 Compliance
- CRS Robotics, Arduino, and C Programming
- CAD: AutoDesk, SolidWorks, Fusion 360 and Bluebeam
- Industrial, Commercial, and Residential Power Systems
- Amplifiers, Digital Circuits, and Semiconductors

Some Notable Projects:

- **Engineering Management:** I founded the engineering department of Convectium, built a team for proper customer support and R&D, created and streamlined processes to increase overall productivity in design, support, and sales, and oversaw development of all machines and custom projects. I led the design of all versions of the 710Shark v6.0-v8.2, 710Captain v1.0-2.0. I designed their new machine line--transitioning them from a Chinese-made, pneumatic filling machine to a domestically-sourced filling, capping, and packaging system: stepper-driven calibration and changeover, with fill accuracy to within a 0.003mL standard deviation, remote login for technical support, and capable of integration into a full production line.
- **Industrial Process Engineering:** I was involved in multiple projects involving the large-scale manufacture of baked goods for Aryzta LLC. Process control and utilization of numerous pneumatic, hydraulic, electromechanical, low voltage input devices, in addition to PLC, HMI, and VFD programming and networking.
- **SafeSeat:** I developed a collision avoidance system for electric wheelchairs. My involvement included developing a functioning electric wheelchair with wired and wireless controls, creation and assembly of the gyroscopic and ultrasonic sensor system for the wheelchair, and programming of the automated system that would utilize the sensor array to warn the user and physically stop the wheelchair.
- **Electrical Drafting:** I designed full electrical blueprints for a duplex apartment complex, among various singleroom commercial and residential blueprints. These were designed in AutoCAD, and were ultimately adopted by the Southern California Institute of Technology for use by students in their National Electrical Code labs. I am still contacted periodically to make updates in order to keep in conjunction with the most recent editions of the NEC.

Additional Skills:

- SAP, BOM generation, Root Cause Analysis, Microsoft Office Suite, QuickBooks, NetSuite, quotes, sales orders, purchasing, shipping & receiving, RMAs, inventory, Search Engine Optimization (SEO), web design.
- Extensive interpersonal qualifications, including: business administration, teaching customer service, client care, emergency response, facility administration and direct support care for persons with disabilities.
- Maker experience: fabrication, arc/TIG welding, carpentry/woodworking, lathework, 3-D printing.
- Articulate written communicator and effective public speaker with experience in marketing.
- Average typing speed: 65 WPM.

Education:

- Bachelors of Science in Electrical Engineering (GPA: 4.0) – Southern California Institute of Technology Class of 2014 – Valedictorian
- Servite HS, Class of 2003

Professional Experience:

- | | |
|--|--------------|
| ▪ Convectium/Jacksam Corp: Senior Engineer | 2017-Present |
| ▪ Electracorp: Design Engineer | 2016-2017 |
| ▪ Aryzta LLC: Lead PLC Technician, Lead Electrical, Industrial Mechanic - 2nd and 3rd Shift | 2015-2016 |
| ▪ Quantum Automation: Systems Integration Engineer, Warehouse Manager, Sales | 2014-2015 |
| ▪ Industrial Technical Services: Field Service Engineer | 2014-2017 |
| ▪ SCIT: Assistant Lab Instructor, Librarian, Multi-Subject Tutor | 2012-2014 |
| ▪ St. Pius V School: Teacher's Aide | 2012-2013 |
| ▪ Angelica Guest Home: ARF Administrator / Direct Support Care | 2006-2012 |
| ▪ Pearson Park Amphitheatre/Videocam Inc.: Technical Director, A/V Designer, Audio, Lighting, Staging, Video | 2002-2012 |

David Franklin

Vocational Experience / Activities:

- GroMusic: Co-Founder/Secretary - NPO (501c3) - music education and community outreach
- First Aid and CPR certification
- Adult Residential Facility Administrator and Direct Support Professional training
- Technical theatre, audio and lighting design, recording, set design, rigging, video, stage management
- Arduino, electronics projects, guitar, piano, music theory, opera, ballroom dance, paintball, woodturning

Awards / Certifications:

- Founding Member IEEE SCIT Chapter
- Graduated Alpha Beta Kappa (GPA 4.0) from Southern California Institute of Technology
- SAT Score out of 1600: 1450
- Certificate of Administration CA Department of Social Services
- Direct Support Care Certification by California Department of Developmental Services
- Forklift, stock picker, and scissorlift operator certification
- Honors - Golden State Examinations - English/Math 1999-2002
- CPR and First Aid Certification

RESUME

Personal Details:

First Name: Bob Last Name: Tran

Email Address: bobhdtran@gmail.com

Contact Phone No.: (626) 340-3019

Education Tertiary

E.L.A.C College/ L.A., CA. (Auto Electrical Technician)

Verdugo Hill High/ Sunland, CA. (Auto Mechanic)

Other Education

Hainan Snow Foreign College/ P.R.O.China

GoEngineer/ Santa Ana, CA. (Auto Cad)

Kaplan University/ Davenport, IA. (Terra Mechanic)

Professional Membership

SAE (Society of Automotive Engineer)

TIA (Tire Industry Association)

TRA (Tire and Rims Association)

ASE (Automotive Service Excellence)

Other Qualifications

Cal Osha Training

Industrial Equipment, Lift Truck, Hoist and Crane Operator's

Instructor

Tire/Wheel Mounting and Dismounting Safety Instructor

Life Academy (Power of Change)

Kaizen

Other Skills:

Microsoft Office 365 - Excel, Words, PowerPoint

Oracle

Macola Software

MISys Inventories System

Tirepro Inventories System

Barcode Scanner

Languages:

Fluent: English
Fluent: Mandarin, Cantonese, Hainanese (and other Chinese dialects).
Vietnamese and some Spanish

Working Experiences

July 2019 – Aug 2019 Mat Services, LLC / Logistic Supervisor and Dispatcher (Temp)

Duties:

- Directly report to Warehouse Manager
- Supervised Receiving and Distributions
- Arranged all inbound and outbound containers
- Created All Ways Bills for Distributions
- Supervised 3 Loaders and 1 Feeder

Aug 2018 – Mar 2019 H&A Transmissions, Inc / Honda & Acura's Transmission Case Manager

Duties:

- Directly report to Vice President of Operations.
- Supervised 2 Media Tumblers
- Supervised 1 Media Blasting
- Supervised 1 Hot Tank Washer
- Supervised 2 Mill, Lathe, Grind and Heli-coil
- Manage Machine Shop – 1 Okuma, 1 Haas and machinist on daily operations
- Assist parts department in inventory control in lean managements.
- Purchasing media, stock and raw materials for Machine Shop.
- Recommend utilized inhouse equipment for profit

Sept. 2017 – June. 2018 Wheel House Tire LLC., / Consultant

Duties:

- Overseas sourcing
- Factory inspections
- Tires, Wheels, and parts purchasing
- Negotiate agreements with suppliers

- Traveled from northern China to southern China, Traveled from north Vietnam to south Vietnam, and Hong Kong for machined parts.
- Establish inventory control and lean management protocols.
- Recommend using the SmartAir to inflate 4 tires at a time to ensure safety and time and cost saving

Aug. 2016 – Aug. 2017
Engineer

Sparling Instruments, LLC., / Manufacturing

Duties:

- Directly report to President
- Develops and implements (optimal, cost effective manufacturing processes and methods in accordance with product specifications and quality standards; recommends and implements improvements to production processes, methods and controls; coordinates manufacturing launch for new or revised products
- Implemented Kaizen, utilized Kanban system for lean inventory.
- Coordinate manufacturing 6 assemblers, 3 welders (Mig), (Arc), and (Jig) and 2 machinists through daily manufacturing process.
- Executing warehousing management in mechanical and digital flow meter business
- Dispatch transportation for LTL, OTR, and rail container.
- Execute daily cycle count, to maintain accurate Inventory control and locations.
- Purchasing raw and stock materials
- Coordinate Receiving and Shipping departments
- Coordinate annually NSF test protocol (ISO Public Health and Safety Food process).
- Build pneumatic system to press and replace nuts and bolts to improve the production efficiency.

Jan - 1994 – June 2016

Greenball Corp./ Product Development

Duties:

- Directly report to President and Vice President
- Provide skilled support within the tires and wheels manufacturing environments.

- Inspect finished products for quality and adherence to specification completely utilize analytical equipment to ensure quality utilizing calipers, micrometer, durometer, height gauge, protractors and ring gauges.
- Offer knowledge of raw material, production processes, quality control, cost and other techniques for the effectiveness of manufacturing and distributions of goods.
- Setup and perform test activities such as FMVSS119/FMVSS139, SAE-1204, ASTM D1905, and ECE30
- Provide technical training to co-worker and inexperienced staff, assist customer service, marketing, RMA/RGA/WGA, and adjuster with technical support.
- Automating the Welding Line to improve the production effective and efficiency
- Assist the company to find right equipment to improve the production efficiency
- (1994 – 1996) Shipping/Receiving supervisor (Supervised 6 personnel).
- (1996 -1998) Assemblies, welding and paint line supervisor (Supervised 10 personnel).
- (1998 – 1999) warehouse manager (Supervised 22 personnel)
- (1999 – 2002) safety manager for Long Beach, Fullerton and Fontana locations.
- (2002 – 2003) Perform market research to identify and capitalize on market trends
- (2003 -2006) Developments, Projects, Events, Racers and end users, Implementations. Purchasing, Manufacture QC, Trade shows, events, and travel coordinator,
- (2006 – 2016) Products developments, Purchasing, Marketing, Trade shows, Events, and travels Supervisor.

ANDY CHEN

Email: yenchouc@hotmail.com | C: (909) 772-4978 | Chino Hills, CA 91709
<https://www.linkedin.com/in/andy-chen-0540a2168>

MEDIUM LEVEL OPERATIONS LEADER

EXECUTIVE SUMMARY

18+ years of experience in the manufacturing/distribution environment (cosmetic beauty & window covering industry) and expertise in Purchasing, Inventory Control, Processes Continuous Improvement, Distribution Operations, Demand Planning, Forecasting, Vendor/Supply Chain Management, and New Product Development.

Led cross-functional teams and direct reports with a track record of significant achievements which include product cost reduction, inventory level reduction, reducing labor expenses, and shortening vendor's production lead-time.

Positive leadership with detail organizational ability to establish a proactive, and efficient team and maintain the team to focus on company's strategic directions & objectives. Outstanding reputation for developing professional relationship with supplier and communicating on business plans to improve supplier performance.

AREAS OF EXPERTISE

- Sourcing Strategy on finished products/raw materials/components/chemical/machinery.
 - Vendor selection, validation, diversification and management.
 - Project and time management for the new product launch and timeline control.
 - Inventory Management & Inventory planning with ABC rule, FIFO rule, and MOQ.
 - Process mapping, continuous process improvements, 5S, Lean production and 6 Sigma.
 - Strong data analysis, detail-oriented, problem solving & well communication skills.
-

PROFESSIONAL EXPERIENCE

Abcos Products LLC, Eastvale, CA

Demand Planning & Purchasing Manager

01/2019 - Present

- Coordinating with factory to provide the samples (brush sets, mask, eyeliner/brow pencil, powder, eyeshadow palette & lip gloss/stick) for the Marketing to review. And providing brief feedback for next round of samples.
- Demand-Planning calculation and managing with factory to stock the inventory QTY in factory's warehouse to minimize storage expense with 3PL.
- Sourcing 3rd party logistics provider, negotiating the service quotation (in-bound, out-bound & storage) & calculating the storage space.
- Coordinating with forwarder for import transportation arrangements and providing the shipment document for custom clearance. Ensuring the shipments will arrive 3PL warehouse on schedule.

Markwins Beauty Products, City of Industry, CA

Sr. Manager of Planning and New Product Development

09/2016 - 07/2018

(aka Wet n Wild, Black Radiance, Lip Smacker, Physician Formula)

Planning and Vendor Management

- Provided rolling forecast plans to vendors and implemented plans to reduced production lead-time to 6 weeks from 10 weeks and asked vendors to stock critical materials in warehouse.

- New product launch planning-based on # of door count, # of QTY needed, launch date, on-hand safety QTY level and inventory budget to generate QTY needed for each SKU. Must be 100% filled.
- Promotion planning-based on promotion period (# of week), promotion methods (BOGO 50%) and historic lift % to purchase additional QTY to cover the needed.
- Established vendor's policies, procedures, & KPIs, and evaluated the performance annually, such as on-time delivery, on-quantity delivery, product defective %, volume rebate, and
- Attended to trade shows for sourcing of product varieties and new vendors. Managed a group of 23 vendors globally.
- Verified and selected new vendors-visited all potential vendors with QC team to verify and inspect production capacity, production procedures & environment, quality procedures & documentation, and safety & ingredients compliance.

New Product Development

- Sourced for the new turnkey products and bulk materials such as facial mask, dry shampoo, jelly primer, holiday brush, primer water.
- Coordinated the weekly meeting with China vendors and Marketing to solve problems, issues and concerns and ensured new product development timeline to be followed and completed on schedule.
- Established new product range board for product specifications, quality requirements and safety concerns.

Sr. Manager of Demand Planning and Purchasing

06/2011 - 08/2016

Planning and Procurement

- Reduced air shipment expenses about 25%~30% and increased Customer Service Level from 85% to 98% by using Avercast forecasting system.
- Collaborated with finance team to set target inventory safety stock level & buying budget, and reduced inventory to \$12 from \$15 million with a total annual buying budget of \$35 million.
- Coordinated with Marketing and Sales team to promote closeout set and reduced inactive inventory from \$2 million to \$400K.
- Coordinated with Sales & Operations team to forecast new product launches QTY and developed shipping plans based on retail store counts, launch date, sales projection.
- Forecasted weekly purchasing plans based on sales promotion calendar and distributed & established KPIs for the team, such as customer fill rate, on-hand inventory level, out-of-stock rate, inventory turn, and on-time delivery.

New Product Development

- Project Management for new product development process, sample delivery, PO QTY on-time delivery and coordinated with Art/Marketing/QC/Sales to complete their progress within time-line.
- Sourced for new turnkey products and bulk materials, such as eyeliner pencil, brow pencil, markup brush, nail polish, foundation, mascara.
- Pricing, payment term and lead-time negotiation with vendors and ensured the final price will meet company's target price and to be delivered on schedule.

Inventory & Distribution Manager

02/2008 - 05/2011

- Managed 5 subsidiary divisions: Shipping, Warehouse Operations (orders picking/receiving), Inventory, Production and Return with about 80 staffing.
- Reducing about 20% of labor cost by using "Mass Pack", instead of "Case Pack".
- Increased inventory movement reacting time about 30% by implementing auto-replenishment system.
- Free out 8% of warehouse space by consolidating partial pallets and cleaned out expired products.
- Budgeted on labor, warehouse supply, freight expenses, and reduced labor expenses by processes continuous improvement.
- Rearranged picking location by sales volumes & ABC Rules and saved about 8% of labor expenses.

- Conducted year-end physical-counting & daily cycle-counting and reduced physical-counting from 5 days to 3 days by using WMS tools.
- Increased 30% productivity in production lines by implementing "One-Piece Flow" line.
- Implemented FIFO rule for all materials movement and prevented the products got expired.

Custom Craft Company, Cerritos, CA

Material & Production Manager

02/2006 - 11/2007

- Managed & trained new hired staff and employees for product knowledge & production Quality Control expectation.
- Designed & set up two new production lines for start-up program (Window Blinds). And implemented "One-Pieces Flow" into new production lines.
- Established work schedules and work assignments and adjusted work schedules by absenteeism, tardiness or workloads.
- Reduced 30% of out-of-stock issue by setting MOQ and safety stock level.
- Reduced incoming container unloading process from 6 hours to 1 hour by using pallet loading.
- Free out 15% of warehouse storage space by implementing 5S and cleaned out inactive materials and machines.
- Reduced about 8% of warehouse labor expense on the by implementing Kanban in warehouse operations.

Purchasing/Inventory & Warehouse Assistant Manager

02/2000 - 01/2006

- Cost analyzed for new product launch and built BOM for materials and hardware purchasing.
- Increased inventory accuracy rate to 98% by applying Bar Code deduction system in material picking.
- Communicated vendors for product specifications & requirements changing, modification and deletion.
- Reduced package material cost by 30% by diversifying vendors.
- Implemented Just-in-Time and provided rolling forecast to reduce on-hand inventory level & increase warehouse storage space.

EDUCATION

- M.B.A., Major in Operation/Supply Chain Management.
California State University San Bernardino, CA. 1999.
- B.A., Major in Business Administration/Information Management.
California State University San Bernardino, CA. 1998.

LANGUAGE

Bi-Lingual in Chinese

ERP & COMPUTER SKILLS

Avercast Forecasting System, Infor ERP Systems, Warehouse Management System, Microsoft Office (Advanced Excel, PowerPoint, Word & Project)

ANTHONY CHUONG
1785 LARKSPUR AVE.
POMONA, CA. 91767
PHONE, (909)667-9348
E-MAIL, CALINUDO27@YAHOO.COM

EXPERIENCE

Krystal k/ 1995 Feb - 2000 Feb

Warehouse associate

City of industry Ca

Locating items within warehouse and preparing them for shipment or delivery..Loading and unloading delivery truck..Keep track of inventory.

IEM FURNITURE / 2000 Mar - 2002 Nov

Sales Representative / Customer Service

City of Commerce, California

Established more sales setup trade shows in and outer states, follow up with phone calls and paper work. Using UPS, FED EX to replace defected, damage and missing parts.

Yillik Precision / 2002 Dec - 2006 May

Machine operator / Pressing

Ontario, California

Making sure parts are the right size and length, grind and buff to ensuring customers satisfaction.

JADE INN CHINESES RESTAURANT / 2006 June - 2011 Dec

Manager

Highland, California

Managed all waiter, waitress and bus personnel making sure customer satisfied

with our service and delicacy to ensure customer return.

IHSS / 2012 Jan - 2019 June

Caretaker

Services for clients,such as bathing them,preparing meals,light housework,shopping for groceries,helping them go to the bathroom or even providing companionship and conversation..

PROFESSIONAL

Excel in problem solving

Strong communication skills, both written and verbal.

Ability to handle simultaneous projects and meet deadlines effectively.

Efficiently schedule business travel and coordinate meeting, events and team player.

COMPUTER SKILLS

P.C, MAC, WINDOW 8/10, EXCEL, WORD, INTERNET & ETC.

EDUCATION

Pomona, Garey high school graduated / 1994

OJECTIVE

Establish more sales, grow with company and create a better environment.



**NEED
MORE?**



CALL US RIGHT NOW TO FIND THE RIGHT CANDIDATE

626-722-2994



Aplus Staffing是一家位于洛杉矶地区，主要为中英双语人才及企业owner提供招聘猎头/hr服务/劳务派遣以及灵活用服务的线下加线上的服务平台。

我们收取行业最实惠的价格给予您最实用的双语人才招聘通道

Contact Info

444 E Huntington Dr Suit 215,
Arcadia, CA 91006
626-722-2994
www.aplushrstation.com