



RESUME BOOKLET

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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

Scott Huntsman

San Gabriel Valley, L.A. County | 213-238-3738 | scott.a.huntsman@gmail.com

Summary

Savvy go-getter with the insight to get the job done, whatever it may be. Professional writer with the research skills to leverage modern media produce expert-level work on short notice. Writer of concise, persuasive copy and proposal manager with a track record of winning big contracts consistently. Insight to effectively operate a business from back to front.

Work Experience

MARKETING MANAGER | ULTIMATE CREATIONS | 2017-PRESENT

- Initially hired to write marketing copy for new InfiniteAloe brand product packaging, quickly merged into a full-time role.
- Expanded customer base through innovating new digital marketing techniques such as Instagram, newsletter giveaways, targeted demographic online promotion.
- Maintained the official company website, adding new product packages as website items, working with engineers to develop new website functionality, improving SEO reach. Helped devise configurable package items and then negotiated discounted FedEx Express rates to ship them—for product which had previously been primarily sold through face-to-face sales in roadshows at Costco Wholesale stores.
- Expanded company data flow by pushing for buyer registration at various Costco stores to build email lists.
- Aided logistics by developing new methods of moving American-made product into overseas markets efficiently and smoothly.
- Boosted sales significantly in managed areas in every year of employment.

PROPOSAL WRITER | NORTON MEDICAL INDUSTRIES | 2014-2017

- Won an impressive string of contracts for a physician acting as a drug testing medical review officer. New contracts from proposals authored by Scott included the District of Columbia (Washington D.C.), the State of New Mexico, the City of El Paso, Kentucky Veterans Affairs and about a dozen school districts located throughout the United States.
- Arranged subcontractors on the ground in each geographic location to perform the service of urine collection as well as ensuring transportation of specimens to the contracted testing laboratory located in St. Paul, Minnesota (MedTox)
- Oversaw implementation of service on won contracts and effectively acted as project manager for the Doctor, who only became involved in service when positive testing results were returned by the laboratory.

EDITORIAL CONSULTANT | CHINA INTERNATIONAL PUBLISHING GROUP | 2008-PRESENT

- Hired on-site in Beijing to work full-time editing English-language copy of translations from Chinese. Upon Scott's return to the United States, the employers (part of Chinese State governmental media) elected to continue employing Scott remotely.
- Since return to the United States, workload has expanded from a single magazine to three (China Pictorial, China Report ASEAN and China-India Dialogue) in addition to various pieces in need of polishing on English versions such as speeches by top leaders including current President of China Xi Jinping.

Skills & Abilities

ACCURACY

- Extreme attention to detail and the ability to catch even the smallest of typos thanks to over a decade of experience editing and rewriting copy written by others. Scott started writing and editing legal documents for a lawyer before applying these skills to governmental documents in Beijing, China, a position which he has now held for more than 10 years remotely.

INTERNET PROGRAMMING

- Able to set up dynamic websites and edit HTML and JavaScript to adapt templates to fit the needs of any individual or business. More than able to administrate and existing website.

LEADERSHIP

- Demonstrated ability to lead a team effectively and motivate efficient work performance from subordinates.

CREATIVITY

- College background in Theater Arts provides a hidden edge in the sector of bureaucratic authorship and promotional ad copy writing. Scott studied dramatic writing, and the story arc of an RFP response resembles that of a play. Each type of document features three acts, and each act must work in concert with each other.

CHINA EXPERT

- Lived in China for several years, speaks conversational Chinese after growing up in Boise, Idaho. Unique perspective on the American identity and both the United States and China's respective positions in the world.

Education

BOISE STATE UNIVERSITY | B.A. | 2001

- Bachelor's Degree in Theater Arts with emphasis on Dramatic Writing. Minor in English Literature.

Eve Lyons-Berg
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evelynsberg@gmail.com • (240) 515-6166

EDUCATION

Grinnell College

Bachelor of Arts in English

Grinnell, IA

May 2017

- GPA: 3.5/4.0
- Trustee Honors Scholarship, Dean's List, GrinnellLink Intern Fellowship

Sidwell Friends School

Washington, DC

Graduated June 2013

- ACT: 36
- AP Scholar with Honor for Biology, Chinese, English and US History

SERVICE AND EMPLOYMENT

Marketing Strategist, Data Analyst, Editor, and Head of Client Success

Los Angeles, CA

Aggregate Inc.

Spring 2018 – Present

- Create and update marketing plans for ~40 sites and newsletters, including segmented marketing email lists, newsletter and website ads, and social media promotion
- Track content marketing assets and lead generation for all of our clients
- Lead a team in enacting weekly marketing plans, from site assignments to final QC
- Track the results of our various marketing efforts, including subject line A/B testing and ad spot effectiveness for different asset types
- Identify new marketing strategies based on dedicated testing and analysis of the results
- Create and present bespoke audience breakdowns and filter visualizations for our sales team
- Regularly automate previously manual processes in Excel, Google Sheets, and Python
- Produce webinars and webinar series, from speaker research through webinar moderation
- Identify and collaborate with thought leaders from a variety of industry verticals
- Perform regular quality review across a range of content types and industries

Temporary Consultant

Los Angeles, CA

Tokio Marine Claims Service, via eClaro International

Autumn 2017

- Processed transportation damage claims for vehicles in the US and Canada
- Pulled information from an internal database to find and address problem areas
- Completed several projects improving and streamlining our internal database

Team Leader

Los Angeles, CA

OLN Inc.

Summer 2017

- Trained new hires to ensure success from their first day at the job
- Matched customers to the services that would most fit their current situation
- Helped account managers to work towards their personal and professional goals

Intern

Palo Alto, CA

The Cleantech Open

Summer 2014

- Assisted in organizing a summer Academy teaching business strategies to Green startups
- Shot, sliced, and edited images and footage of the Academy, and of various interviews
- Copy edited a variety of content including emails, papers and PowerPoint presentations

SPECIALIZED SKILLS

- Intermediate Python
- Advanced Excel experience with data analysis
- Advanced skills in Adobe Photoshop, Adobe InDesign, Adobe Premier, Adobe Audition
- Professional freelance text editing, video and audio editing, video production

Yuting Redmond

*Portfolio available upon request | 909.263.0033 | yutingredmond@hotmail.com

CARRER PROFILE

Experienced Marketing Coordinator, with 6 years of implementing marketing communication strategies for automation, semiconductor and industrial computer manufacturers. After I received my Master degree in Integrated Marketing Communications, I started my career as a Marketing Assistant intern for Sony Manufacturing Systems America.

Core competencies include: executing integrated marketing campaigns for more than 25 international tradeshow in Dubai, UK and several Asia Pacific countries. Developing marketing strategies through digital marketing, PR, advertisements, and live demos to build brand awareness.

EDUCATION

Roosevelt University, Chicago, Illinois 2005-2007

Master of Science - Integrated Marketing Communications

- Roosevelt Association of Marketing Communication (RAMC)
- Technical Operator, Educational Technology Resource Center

Shih-Jen University, Taiwan 2000-2003

Bachelor of Arts - Applied Foreign Language, GPA 3.76

EXPRIENCE

Freelance Claremont, CA

Marketing Consultant 10/2015 - Current

- Focus on providing event planning, product display, digital marketing, social media and communications expertise in the education industry and local communities

IEI Technology USA Corporation Pomona, CA

Marketing Coordinator 06/2013 - 10/2015

- Increased U.S. website traffic 15% via social media, online advertising initiatives and eCommerce platforms
- Collaborated with sales team as the Salesforce Administrator to increase revenue and grow customer base
- Managed an annual marketing budget of \$150,000; created sales marketing strategies, designed trade show booths, print advertisements, ad banners, vendor promotional programs, and in-house demonstrations
- Worked with Intel marketing team to promote incentive programs for distributors, and publish case studies and articles on the industrial computer technologies

EtherWAN Systems, Inc. Taiwan

Marketing Communication Specialist 02/2009 - 04/2011

- Executed marketing strategies and sales plans by generating customer awareness using weekly newsletters and monthly company case studies targeting over 3,000 contacts
- Organized over 15 major international trade shows including Intersec Dubai and IFSEC UK by designing booth layouts, company posters, coordinating event logistics, and trade show invitations
- Managed an annual advertising budget of \$70,000; oversaw 12 media outlets published in 6 different countries to ensure maximum exposures through public relations activities
- Collaborated with marketing team to deliver corporate branding messages, ad banners, search engine optimization, videos, and e-mail promotion campaigns

Sony Manufacturing Systems America Lake Forest, CA

Marketing Assistant 11/2007 - 10/2008

- Assisted in booth design and set-up for SEMICON tradeshow, and new product launch promotions
- Designed company product brochures, customer invitations, CDs, product image database and vendor contacts

SKILLS

- Advanced skills in Adobe Photoshop, InDesign, Illustrator and Microsoft Office
- Skills Certificate: Digital Marketing
- Bilingual in Mandarin

Yueyan Jiang

Reporter, Social Media Planner

2 years of experience in radio, television and social media. Highly motivated with an international insight into multi-tasks solving at a fast-speed workplace. Proficient in a variety of industrial software e.g. Adobe Audition, Qualtrics, etc.



yueyanjiang.gc.2014@gmail.com



(626)698-4116



Arcadia, CA

SKILLS

Writing

Bilingual Communication

Social Media

Strategic Planning

Translation

LANGUAGES

Mandarin Chinese

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

WORK EXPERIENCE

News Reporter Phoenix TV (US)

02/2019 – Present

Baldwin Park, CA

Tasks

- Over 200 news stories covered a variety of topics, including politics, public facilities, Arts, technology, transportation, and California homeless crisis, etc
- Edit over 500 pieces of brief news, and make voiceover for Phoenix America News and PSTV America Today
- Create news story coverage databases monthly, regions contained the county of Los Angeles, San Francisco Bay Area, Greater Houston, and Canada
- Translate English to Chinese for the Daily Talk TV program

Contact: Kelly Qi – kellyqi@phoenixtv-us.com

Social Media Specialist Export Portal

06/2018 – 10/2018

Glendale, CA

Tasks

- Coordinate 7 accounts over 4 social media platforms
- Develop social media strategies and activities adapting ongoing trend
- Analyze the data of social media engagement and create performance reports monthly
- Create "Social Media Guidebook" to establish the brand history, working process for the Brand Ambassador and the international marketing team
- Anchor Export Portal Buyer Registration Tutorial on-camera

Intern Program Producer KAZN AM 1300

01/2014 – 04/2014

Pasadena, CA

Achievements/Tasks

- Aid in composing and editing audio clip of political debate and popular music from Mainland China, Hong Kong and Taiwan
- Anchor radio advertisements including narrating, editing and scheduling

CERTIFICATES

Certificate in Public Relations, UCLA (08/2014 – 05/2016)

EDUCATION

MA. in Professional Communication University of San Francisco

08/2016 – 05/2018

San Francisco, CA

TIFFANY WONG

1740 Butler Ave #201, Los Angeles, CA 90025

(323) 847-7195 tiffanywong93@hotmail.com

EDUCATION

RMIT University, Melbourne, Australia, Bachelor of Media and Communication (Honours)
December 2015. Honours 2A. GPA of 3.3/4.0

RMIT University, Melbourne, Australia, Bachelor of Communication (Media) December 2014
Major: Cinema Studies. GPA of 3.6/4.0. Graduated with Distinction.

San Diego State University, San Diego, CA, 2013 Fall Semester Exchange Student
Major: Television, Film and New Media Production. GPA of 3.77/4.0

Other Education:

Moviola Education Center, Burbank, CA
MC111 Avid Media Composer Fundamentals I & II
AA101 Avid Assistant Editing Essentials
AA301 Advanced Avid Assistant Editing: HD-4K,
DI, & File-Based Workflows

EDITING EXPERIENCE

Assistant Editor, TriCoast Worldwide, Los Angeles, CA, July 2019 – Present

- QC, conform, transcode, input metadata and deliver TriCoast film and television titles to client specifications using video compression and encoding standards, and uploading to AVOD, SVOD and TVOD platforms via FTP, Aspera and pCloud.
- Upload titles, tag metadata and time ad cue insertions for TriCoast-owned direct-to-consumer OTT platform Dark Matter TV.
- Maintain server structure and organization according to company workflow policies; troubleshoot problems in post-production workflow.
- Edit trailers for TriCoast titles, as well as promotional spots for social media platforms and online advertising campaigns.

Video Editor/Videographer, Character Media/London Trust Media (formerly Kore Asian Media), Los Angeles, CA, June 2017 – August 2019
(<https://vimeo.com/341712680>)

- Produce, shoot, edit and optimize all video content for Character's social media platforms (YouTube, Facebook, Instagram, Twitter), such as behind-the-scenes featurettes, interviews, promotional videos, event coverage and motion graphics videos; manage Character's YouTube channel; research and pitch video ideas to the editorial team, and write copy for video content.
- Maintain all video and filming equipment and ensure equipment is inventoried and in proper working condition.

Writer, Director, Editor, *Quiet Nights*, Melbourne, Australia, October 2015 (<https://vimeo.com/144476394>)

- Logline: A man's reflections on a past relationship are juxtaposed with visuals of a metropolis at night.
- A short "mood piece" made as a personal project with the help of friends and past collaborators.

Producer, Co-cinematographer, Editor, *One Inch From Flying*, SDSU School of Theatre, Television and Film, San Diego, CA, August – December 2013 (<https://vimeo.com/83739224>)

- A short documentary about the balance sport of highlining.
- Official Selection of the 2014 Newport Beach Film Festival and 2014 New Zealand Mountain Film Festival.

Logger, 2013 Australian Open, Melbourne, Australia, January 2013

- Worked for Tennis Australia as part of a team of 10 loggers in the broadcast compound, using EVS IP Director, to divide up, ingest and log hundreds of hours of footage from ENG disks, the world feed and player bins for editors to be made into features for the official website, as well as an internationally-broadcast highlights package.
- Logged, clipped and compiled playlists of match highlights and press conferences for the official website.

OTHER FILM PRODUCTION/INDUSTRY EXPERIENCE

Intern, China Lion Film Distribution, Los Angeles, CA, September 2016 – December 2016

- Assisted the marketing department with research and outreach to key demographic groups, community partners and businesses leading up to the release of film titles during that period; shipping of advertising and promotional items; tabling shipping invoices; general office and administrative duties.
- Participated in weekly meetings regarding box office performance of film titles and marketing and outreach strategies, as well as potential acquisitions of upcoming releases.
- Read scripts, both produced and unproduced, from a variety of genres and wrote up notes and coverage, providing analysis and constructive criticism of story and character elements.

Camera Assistant, *Freelance*, Melbourne, Australia and Los Angeles, CA, 2014 – Present

- Volunteer below-the-line crew member on various productions in both Melbourne and Los Angeles.
- Built camera setups and lens configurations; wrangled SDI cables; slated and kept track of shots and takes; took camera notes; set up display monitors for video village; moved and set up camera equipment and staging areas between shots and scenes; monitored and ensured battery and power sources were constantly charged and available; marked actors during blocking and rehearsal.

Director of Photography, *The Cactus & the Pansy*, SDSU School of Theatre, Television and Film, San Diego, CA, August – December 2013

- Logline: The arrival of a new pansy in the office sparks envy in a grumpy cactus, but he eventually falls in love with her beauty.
- Winner of the 2014 Emmy, Student Programming, Short Form, NATAS Pacific Southwest Chapter and The Wally! Award; Official Selection of the 2014 AMFM Fest and 22nd San Diego Latino Film Festival.

COMPUTER AND LANGUAGE SKILLS

Proficient in Microsoft Windows, Mac OS, Microsoft Office, Google Applications, Final Cut Pro, Adobe Premiere Pro, Photoshop, After Effects, Audition, Media Encoder, Encore, Illustrator, InDesign, Avid Media Composer, DaVinci Resolve, Soundtrack Pro and EVS IP Director. Experienced in using Canon DSLRs for photography and video production, as well as Panasonic, RED and Sony F-series cameras. Familiar with HTML, Shotgun Software and Filemaker Pro. Conversational in Mandarin Chinese and Italian.



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work: behance.net/Elvira_Bashanaeva
address: Paris, France
nationality: Russian
languages: Russian, English (fluent), French (beginner), Chinese (beginner)

WORK EXPERIENCE

- 2019 - 2019 **Intermark International Design College**, Jian Qiao University, Shanghai, China
1111 Huchenghuan Road
Workshop professor
Academic drawing
- 2019 - 2019 **ARTHUR AVELLANO**, 10 Rue Gambetta, Paris, France
Fashion Designer
Design of womenswear and menswear collections, patternmaking and sampling
- 2016 - 2018 **Intermark International Design College**, Jian Qiao University, Shanghai, China
1111 Huchenghuan Road
Faculty / International Recruiting Representative
Academic drawing, Fashion Illustration
- 2015 - 2015 **EMANUEL UNGARO**, 2 Avenue Montaigne, Paris, France
Fashion Designer (internship)
Design of womenswear collection silhouettes and prints
- 2014 - 2018 **DRESS CODE**, Moscow district, Shkolny Avenue 16, Moscow, Russia
Fashion designer
Design of womenswear collection

EDUCATION

- 2018 - 2019 **MOD'Art International**, PARIS, France
MBA - Luxury Marketing & Fashion Brand Management
- 2015 - 2018 **INTERMARK International Design College**, Shanghai Jian Qiao University
Bachelor (*highest honors*) - Fashion Brand Product Design & Management
- 2012 - 2016 **Moscow State Stroganov Academy of Industrial and Applied Arts**
Bachelor (*highest honors*) - Design / 3D Environmental Design
- 2008 - 2012 **Moscow State Art College of Applied Arts**, Moscow, Russia
Associates (*highest honors*) - Fine Arts & Fabric design

HONORS/AWARDS/SKILLS

- 2018 **SHANGHAI FASHION COMPETITION, THINK YOUTH**, Shanghai, China
Prize Winner
- 2014 **SOLO PAINTING EXHIBITION**, Moscow Center of Nationalities, Moscow, Russia
- 2013 **RUSSIAN NATIONAL ARTS&CRAFTS COMPETITION**, Moscow, Russia
Prize Winner

SKILLS: Fashion: Sewing, Draping, Weaving, Accessories Design, Fashion Marketing, Fashion Manufacturing, Stylist/Makeup. Design: Technical Drawing, Graphic Design, Illustration Design, Photography. Marketing: Branding, Social Media. Fine Art: Sculpting, Painting, Drawing, Anatomy. Computer: 3D MAX, Illustrator, Photoshop.

TIANHAO (DEREK) WANG

Irvine, CA 92612 | (949) 501-5462 | tianhaow@usc.edu

EDUCATION

University of Southern California, Leventhal School of Accounting - Los Angeles, CA May 2020

Master of Accounting

Cumulative GPA: 3.73

University of California, Irvine, Paul Merage School of Business - Irvine, CA Mar 2019

Bachelor of Arts in Business Administration; Bachelor of Arts in Economics

Cumulative GPA: 3.90

Honors: Dean's List Spring 2016 – Fall 2018, *magna cum laude*, Phi Beta Kappa

EXPERIENCE

Wavemaker, Inc - Shanghai, China Sept 2018 – Nov 2018

Strategy Intern

- Interacted with planners to prepare strategic projects for the Danone's IMF future expansion in China
- Conducted research on IMF brands and generated comprehensive reports for strategic planning
- Performed data analysis on Excel and Telmar to measure media delivery effectiveness
- Evaluated and identified market trends and performance of competitors in IMF market

Paul Merage School of Business, Accounting Department - Irvine, CA July 2018 – Oct 2018

International Accounting Research Assistant

- Collected keywords, methodology, abstracts of journals from 2015 to 2018
- Identified popular geological areas and topics of future international accounting research
- Analyzed historical contexts and prevalent practices of Blockchain to summarize its applications on MNCs

YR Advisory Group Inc - Costa Mesa, CA Jan 2018 – July 2018

Accounting/Bookkeeping Intern

- Organized invoices, bills, receipts, and bank statements both physically and digitally to maintain records
- Prepared weekly and monthly reimbursement reports for all managers and founders
- Reconciled bank statements for 20+ properties including 40+ accounts
- Created and analyzed financial statements, supplementary reports for properties to determine investment feasibility

ACTIVITIES

UCI Chinese Students & Scholars Association - Irvine, CA Sept 2015 – Jan 2019

Executive Officer & Public Relation

- Managed the schedule of events in each quarter
- Communicated with ASUCI and Student Center to supervise site layouts and events
- Organized Career Fair for graduating Chinese undergraduate students, 200 students attended and 24 businesses participated
- Negotiated with sponsors, and raised more than \$7000 for the association
- Managed the operation of the annual Spring Festive Gala with 500+ attendees

SKILLS AND INTERESTS

- *Computer:* Python, Tableau, Power BI, Alteryx, EViews, Intuit QuickBooks, Oracle NetSuite, Microsoft Office (Word, Excel, PowerPoint), Telmar
- *Language:* Fluent Chinese
- *Interests:* Nutriology, Restaurant Exploration, Cooking, Traveling

Minnie Lau

minniela@buffalo.edu | <https://www.linkedin.com/in/minnielau>

7411 Edinger Ave | Huntington Beach CA 92647 | 657-877-9372

SUMMARY

Recent M.S. in Management Information Systems Graduate interested in identifying problems and leveraging technology to develop solutions for business operations, whether that be Agile methodology, data visualization, project management or business analysis

EDUCATION

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK

Master of Science in **Management Information Systems** GPA 3.70/4.0

June 2019

Bachelor of Science, cum laude, in **Business Administration** GPA 3.43/4.0

February 2018

SKILLS

Analytical Tools: Oracle Agile PLM, SQL Developer, Power BI, Tableau, SAS, MS Office Suite, MS Project

Languages & Systems: Java, SQL, SAP, Salesforce, Aruba Airwave, RemedyForce, PuTTY, Mac OS

Foreign Languages: Mandarin Chinese, Cantonese Chinese (Proficient)

EXPERIENCE

Advantech Corporation North America

Irvine, CA

Business Operations Analyst

Aug 2019 – Present

- Analyze and ensure accuracy of revenue data metrics and prepare high level monthly and quarterly analysis to be used for summary highlights for upper management containing business insights
- Leverage Excel and Salesforce to design, build and maintain region analytical reports (both ad-hoc and scheduled)
- Seek opportunities for automation or enhancement of existing reports and methodologies
- Participate in projects supporting company strategic initiatives such as Mergers & Acquisitions for regional and senior management, and initiated college Corporate Partnership Programs

Herbalife Nutrition

Torrance, CA

Application Analyst Intern, Agile Systems & Operations

May 2018 – Aug 2019

- Involved in the implementation of new features and enhancement projects related to Agile Product Life Cycle Management, Agile Business Analytics applications and product development process
- Created System Requirement Specifications documents, including but not limited to Project Scope, System Features and Requirements, External Interface Requirements
- Business object attributes update, change and creation on Agile Java Client
- Executed Java programs to automate data import/clean-up process

Trek, an Advanced Energy Company

Lockport, NY

Product Management Analyst Intern

Jan 2019 – May 2019

- Performed data analysis on sales to identify potential problems and trends within different product lines
- Used Tableau, and BI software tools to analyze and create dashboards of financial performance data

Tectran Manufacturing Inc.

Cheektowaga, NY

Digital Marketing Intern

Aug 2018 – Dec 2018

- Initialized the digitization of a B2B manufacturer by building a product database using BigCommerce
- Built, Consolidated and centralized a 10,000-parts database supporting 55 million dollars in B2B sales
- Reclassified 10,000 products by naming structure to eliminate redundancy in the database

University at Buffalo, Computing and Information Technology Department (CIT)

Buffalo, NY

Student Technician, Network Engineering

May 2016 – May 2019

- Lead the coordination effort of installing over 2000 Aruba Wireless Access points over 3 college campuses as a part of a multiyear University-wide Wi-Fi Boost project
- Responsible for activation, configuration and troubleshooting of Aruba wireless access points and Cisco switches using Aruba Airwave software

CONNIE FU

| (626) 271-6070 | fu.conniem@gmail.com |
2456 Lazy Brook Lane
Hacienda Heights, CA 91745

EDUCATION

University of Illinois at Urbana-Champaign

Expected Graduation: May 2020

Bachelor of Science in Systems Engineering and Design (*Control Systems*)

SKILLS AND RELEVANT COURSEWORK

Software MATLAB/Simulink, LabVIEW, Autodesk Inventor, SolidWorks, basic Java, C

Certifications Six Sigma Green Belt

Relevant Coursework Control Systems, Digital Control Systems, Mechatronics (In Progress)

Languages Mandarin Chinese

WORK EXPERIENCE

Thales USA

Irvine, CA

Systems Engineer PDA Intern

June 2019 – August 2019

- Presented Japan Airlines with a solution to incorporate electronic payment into the in-flight entertainment system provided by Thales
- Sorted Japan Airlines customer requirements and created use cases for each requirement as well as determined an approach to the challenges of complying with requirements
- Created a macro to provide a Word template for future document import and export into the company's directory

FCC Logistics, Inc.

Rancho Dominguez, CA

Data Entry

May 2017 – August 2018

- Organize shipment files by arrival date and customer and enter them into imports system
- Worked in accounting to help maximize efficiency of department and organize checks to and from customers
- Use Excel to organize and check equipment and shipping fees charged to customers and create arrival notices for overseas imports

Kinswood Electronics Corp.

Walnut, CA

Intern

June 2016 – August 2016

- Introduced to and worked with basic electrical circuit boards, wiring, and other electronic devices
- Designed new website for the company to look more modern and organized
- Assigned the task of researching solar power and how the company could incorporate solar power into their current and future products (i.e. home security camera, power generator)

PROJECTS

Discrete Controller Design

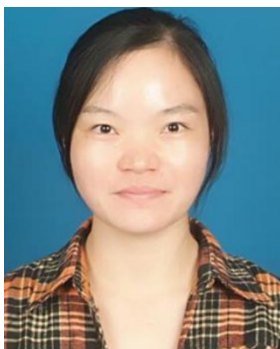
Champaign, IL

- Applied control theory to design a controller for a magnetic cantilever beam to follow a step and trajectory input
- Identified the system through simulation using Simulink and designed a controller to meet desired specifications
- Implemented controller design on the physical cantilever system using C code

Coffee Tank Temperature Sensor Redesign (Senior Project)

Champaign, IL

- Provided a recommended solution for an external temperature sensor on coffee machine tanks to Bunn-O-Matic
- Tested various thermistors to determine the optimal sensor type and location along the water tank, using LabJack U6-Pro device for data acquisition
- Performed an economic analysis to ensure that sensor design would save the company approximately \$74,500 annually



Qiaoqiong Qin

2800 Plaza Del Amo, Torrance, California, 90503

Phone: 424 279 0424 Email: qqqnora2008@163.com

Gender: Female Age: 35 HT: 155cm (5'1") WT: 110 lbs.

Professional Summary

Been working over 13 years after graduating from college. Manufacturing and trading experience with positions of: Merchandiser (3 years), Sales assistant (3 years), Purchasing manager (7 years). Knowledge of Microsoft Excel, Word, PowerPoint, Outlook. Familiar with import and export processes. Good at purchasing, pricing/cost negotiation, planning, inventory control, QC, international air/sea shipping, payment control, sourcing suppliers, sales assist such as preparing correct materials for marketing, tradeshow. Travel to visit suppliers and customers. Manage the team and partner with all the other departments.

Team player combine with ability to work independently and adapt to change, multi-task, self-motivated.

First language Chinese, English as second.

Green card/SSN/California DL in hand.

Work History

Purchasing Manager

06/2012 to 07/2019

Aliance Limited- Shanghai, China

Responsible for all aspects of purchasing, monitor, coach the staff in the department to improve the efficiency, solving problems, look for new suppliers, built relationships and negotiate prices. Make final decision for the selections.

Respond to and follow up customers' emails about order/shipping/new product/problems/payment.

Travelled national and international to visit suppliers and customers monthly or yearly, maintain productive relationships with them. Attend domestic and overseas tradeshow to better understand the market changes and customer needs. Help set up the booth, collect opinions and feedback from customers.

Improve inspection policies to increase quality of raw materials and finished goods. Negotiate and finalized contracts. Create purchase orders. Develop budgets and approve expenses. Follow up/monitor orders until customer receive the products and company get paid.

Aliance is a Trading company helps overseas customers sourcing products from China. Had been working on lots of products, such as metal temp fence panels, metal cages, rural products, home and office furniture, Solar products include solar panels, racking, electric parts, cables, inverters and so on. Export to the USA, Australia, and Europe. With this opportunity, I grow very fast and deeply understand the concept of Purchase, the company profit went up by almost 5 times in 7 years.

Senior Sales Assistant

05/2009 to 06/2012

Nube Limited - Shanghai, China

Nube is a high-quality OEM furniture manufacturer in China supplying international brands with finished lounge furniture across the globe. As a senior sales assistant, my job was: Assist sales manager to achieve the orders. Provide customers with detailed information about products while learning about the personal needs, budget and desires of each person. Answered inquiries and addressed, resolved to ensure customer satisfaction.

Put together sales contracts, completed documentation and issued receipts.

Negotiate pricing with suppliers regarding wholesale billing and marketing procedures, follow up new product samples and formal orders.

Prepare daily and weekly report to the manager. Present sales status during the company weekly meeting, point out problems and suggested solutions.

Merchandiser

06/2006 to 05/2009

Shanghai Huaxing Glass Limited- Shanghai, China

This is a manufacturer of glass and ceramic products such as candle holders, bottles, vases, bowls etc.

As a Merchandiser, my job was: Prepare product catalogue, pricing for existing/new/potential customers to help company get the orders. Work closely with purchase, production, financial, shipping departments to make sure orders placed correctly, produced as requested, shipped and get paid on time.

Deliver/translate the accurate information about new products drawings/specification from foreign customers to production team. Keep customers updated until samples approved, and bulk order placed, respond to all the inquiries without delay.

Attend tradeshow twice a year to introduce our products to customers, continue to look for new customers from tradeshow and online.

Education

Bachelor degree: Administrative management

Tongji University- Shanghai, China

Majored in Administrative management.



ACCOUNTANT



Average salary
25/hour

Average experience
3 years

Mofei Qu

Los Angeles, CA 90007 | (213) 245 - 4255 | mofeiqu@usc.edu

EDUCATION

University of Southern California, School of Pharmacy

Master of Science in Healthcare Decision Analysis (Pharmacoeconomics)

Los Angeles, CA

Graduation: Dec, 2019

University of Lodz

Bachelor in Economics (Advanced Economy and Financial Statements Analysis)

Lodz, Poland

Graduation: Aug, 2016

INTERNSHIP EXPERIENCE

Citibank-Beijing Branch

Group leader

Beijing, China

Nov. 11 -Dec. 24, 2017

- Be responsible for fundamental data processing task
- Streamlined the data checking process for the financial manager by indicating the reference and collecting data

Henan Mainland Accounting Firm

Assistant Auditor

Henan, China

Jul. 08-Nov. 08, 2017

- Executed bankruptcy audition and analyzed the reason of bankruptcy
- Audited all accounting vouchers over the six months period and presented questionable credentials findings

Henan Pingdingshan Municipal Engineering Corporation

Assistant Technician

Henan, China

Sep. 27 -Oct. 11, 2017

- Mastered the engineering construction international management rules, the industry special provisions and construction processes
- Collected road earthwork data and analyzed data

Henan CBM Development and Utilization Co. Ltd.

Assistant Accountant

Henan, China

Jul. 01, 2015-Jul. 31, 2015

- Connected the accounting theory knowledge with practice, and had an acquaintance with the complete financial accounting
- Be familiar with the accounting objective, utilized accounting document and mastered the basic principles of accounting register

RESEARCH EXPERIENCE

"Abenomics". Chinese Perspectives on Japanese Economic Policy

Jan. 2016-Sep. 2016

- Analyzed the progress of current Japanese economic development, and compared it with Chinese economics situation
- Summarized how to enhance the healthy development of the Chinese economy and to avoid risks according to the advancement and deficiency of Japanese economic development model

OTHER INFORMATION

- Language skills: Effective oral and written communication skills
- Computer skills: Proficient in all elements of MS Office
- Data analysis skills: Competent in R, SQL and Python.

Brooke Hsinhui Ho

327 Genoa Street Monrovia, CA

(310) 873-7545 hohsinhui@gmail.com

Objective

Senior Accountant with 9+ years of experience in managing monthly accounting cycle, from month-end reporting to payroll and bookkeeping, actively seeking a new position with growth opportunities in manufacturing, logistics and service industry.

Education

University of California, Irvine

Bachelor of Science in Business Economics

Irvine, CA

March, 2011

Relevant Experience

VHA, LLC/Concentrus, LLC

Senior Accountant

Diamond Bar, CA

2018 ~ Present

- Supervise and review all Staff Accountant daily activities
- Prepare monthly journal entry for incoming/outgoing transactions.
- Facilitate the timely month end closing for all companies and produce accurate data for financial review.
- Reconcile and analyze balance sheet accounts monthly and review for adequacy of accruals
- Prepare monthly financial comparison vs budget for Executive Team Members to Review
- Make recommendations to management regarding cost saving or profit generating opportunities and profitability improvement strategies. Continually review financials, expenses, checks and financial practices looking for these opportunities.
- Work with department managers on forecasting annual budget and prepare and consolidate annual budget for the company.
- Continue to review and monitor current process for Staff and see if there is an opportunity to make the process more effective/automated.
- Prepare Annual financial reporting for our Taiwan division.
- Prepare and review documents for CPA for year end reviews.
- Intercompany billing, payments processing and monthly intercompany reconciliation.

Hengshi USA Company Limited

Staff Accountant

Irwindale, CA

2015 ~ 2018

- Prepare invoices, checks, account statements, Month end reports, GL accounts with various registers.
- Compile cost revenue reports, balance sheets and reconciles bank statements.
- Reconcile and File CA Board of Equalization Sales/Use Tax, property tax and process 1099 annually.
- Responsible for creating and analyzing financial accounts; liaising with the company's auditors, production of statutory accounts and lodgment of the company's taxation return.
- Monitor inventory levels and place orders based on customer forecasting.
- Reviewing, updating and implementing existing internal accounting systems.

Pronto Products Co.

Accounting Supervisor

Torrance, CA

2013 ~ 2015

- Analyze variances including: labor, yields, material usage, overhead, and absorption.
- Manage and maintain cost standards and bills of material for work-in-process and finished goods.
- Prepare all manufacturing cost estimates and sell price quotations on future products.
- Review and process all invoices for payment, including obtaining approvals and coding to the appropriate cost center and GL account.
- Process monthly credit charges, statement reconciliation, bank reconciliation, payroll reconciliation and prepare monthly closing entries.
- File quarterly CA Board of Equalization Sales/Use Tax and process 1099 annually, property tax and EDD.
- Process payroll and accounting journal entries, including reconciliations of payroll related GL

Brooke Hsinhui Ho

327 Genoa Street Monrovia, CA

(310) 873-7545 hohsinhui@gmail.com

accounts using ADP employer services.

- Negotiated and prepared documents for company's workers compensation insurance.
- Communicating with Chinese vendor for new products to be imported to the United States.

Staff Accountant

2012 ~ 2013

- Process daily bank deposits, ACH payments and post to correct GL coding in MAS 90.
- Prepare monthly commission report and quarterly rebate report.
- Receives and processes EDI customer's data importing to MAS90, transmission of confirmation to the customer of receipt.
- Communicated with sales and management to resolve chargebacks, returns, credit memo, RMA, short payments and payment collections.
- Weekly payable checks run, reviewing open POs and Work Orders.

Round the World USA Corporation

Torrance, CA

Logistics Specialist

2012 ~ 2012

- Handled tasks of generates and delivery of reports and updates work orders.
- Managed documentation to coordinate transport of resources and materials.
- Prepared products including marking and labeling those ready for freight.
- Coordinated with internal personnel and maintains accurate records on all materials.
- Ensured safety in loading and unloading of all freight.
- Managed inventory to improve forecasting and production leveling.

RJM International Inc.

Irvine, CA

Accounting Assistant

2011 ~ 2012

- Performed daily accounting functions and related activities including AR, AP and GL..
- Handled the logistics of tracking and scheduling with exporting companies to ensure materials are delivered within estimated time frame.
- Coordinated raw material suppliers, transport and distributing companies to manage inventory.
- Verified and audited received raw materials and how they were distributed.
- Conducted routine bank reconciliation and cash management.
- Developed detailed weekly report of all accounting activities for internal sales commission calculations.

Relevant Skills

- | | |
|---------------------------|-------------------------|
| • Sage ERP MAS90/ | • Chrome River |
| • MAS100 | • Paychex |
| • Sage ERP DacEasy | • ADP employer services |
| • Oracle Netsuite | • Microsoft Dynamics GP |
| • EDI transaction manager | • Microsoft Office |
| • Quick Book | • Avidxchange |

Trainings

Leadership & Supervisor skills training

- | | |
|-----------------------|-------------------------------|
| • Fierce Conversation | • Quantum Leadership Training |
| • Bootcamp Training | • Quantum Legacy Training |
| • Healthy Conflict | |

HR/Personnel Law

relate

- Wage and hour laws program

Language

- English
- Mandarin
- Taiwanese

Brooke Hsinhui Ho

327 Genoa Street Monrovia, CA

(310) 873-7545 hohsinhui@gmail.com

JIANLI ZHANG, a.k.a. JENNY ZHANG

1 Stanford Ct., Irvine, California 92612

Cell: (949) 537-9615, zjljxz@yahoo.com

SUMMARY OF QUALIFICATION

More than twenty years of progressive accounting and financial management experience; Proven ability to manage multiple assignments with meeting tight deadline schedules; Possess reputation as a self-directed professional with excellent problem solving, analytical and communication skills; Solid understanding of GAAP and accounting theory; Qualify for CPA exam.

SKILLS

- Well-developed analytical skills- skillful at processing data/information records and tabulation.
- Strong background in bookkeeping includes GL, AP/AR, Final accounts and reporting.
- Expertise in preparing financial statements, monitoring daily cash transactions, developing annual budgets and recording all financial activity for medium sized business.
- Strong knowledge on month end/year end close process, invoicing, GL, account reconciliations.
- Strong organizational skills and attention to detail
- Language and computer skills: English, Chinese, Microsoft Office(Word, Excel including VLOOKUP and Pivot tables, PowerPoint), Software Solutions by VBI

PROFESSIONAL EXPERIENCE

American Zettler, Inc., Aliso Viejo, CA

2005 - Present

Senior Financial Analyst/ Senior Accountant

- Prepare monthly financial statements, consolidation statements, financial forecast, backlog, sales report, recovery & receivable analysis, gross margin analysis. Analyze fluctuations at revenue, expenses and margins and provide explanations for variance. Make recommendations to controller for streamlining of and improvement to reports.
- Manage monthly end closing cycle, organized processes and procedures to support 40% reduction in month end close from 10 to 6 days.
- Perform account reconciliations and journal entries to insure financial statements are accurate.
- Key contributor to annual budget process, working with various department heads to review historical activities, trends, and future obligations
- Provide support to AP function to ensure proper account coding and recording of month-end accruals.
- Managed physical inventory process and identified warehouse layout improvement that increased efficiencies and alignment with financial ledgers.
- Record and reconcile all inter-company transactions, work closely with the accounting staffs from other divisions to ensure balance net out to zero company-wide at month end.
- Key member of VBI implementation team for standard cost, AP, and GL/Financial reporting modules.
- Prepare supporting schedules in support of annual financial statement audit.
- Post financial transactions for entities in support of consolidation; work with key department heads to analyze trends and forecast operations.

Highway Inspection and Toll Collection Center, Xiamen, Fujian, P.R. China

1992 - 2002

Accounting Manager/Senior Accountant/Junior Accountant

- Administered the accounts payables and receivables functions, collections and billings. Additional responsibilities include general ledger, A/P, A/R, bank reconciliation, and cash management.
- Responsible for generating fiscal reports, submitted final financial reports, ensuring expenditures adhere to regulation and guidelines, sub recipient monitoring, and effort certification.

EDUCATION

MBA, Concentration in Accounting

University of Texas at San Antonio, San Antonio, TX

Bachelor of Science in Accounting

Fuzhou University, Fuzhou, Fujian, P.R. China

Tao Lu

2928 Grand Canal, Irvine, CA 92620 • Tommylu005@Gmail.com • (315)796-8111

Work Experience:

BookingPal

Irvine, California

Accountant II

August 2018-Present

- Prepared more than 15,000 monthly invoices, AR payments, AP payments, operation expenses, depreciation and amortization excel files for SAP importing.
- Improved accounting system process by creating and reviewing SAP logics.
- Reconciled general ledger account balances, prepared adjusting journal entries, and participated in monthly financial closing.

RSM China

Shenzhen, Guangdong

Auditor-International Group

October 2017-September 2018

- Completed audit procedures and documentation for operating revenues and expenses, long-term assets in manufacturing industries, and audited three years cash, cash equivalents and payroll during two clients' initial public offerings.
- Communicated internal control related matters identified in a financial statement audit.
- Translated and summarized due diligence reports for a foreign acquisition.

Deloitte

Manhattan, New York

Tax Processing Specialist - Busy Season Contract

February 2017-April 2017

- Collated and assembled federal and various state tax returns.
- Assisted the manager to prepare monthly extensions, coordinate supply order and organize documents.
- Reviewed completeness of tax returns and the accuracy of tax filing instructions.

HSBC

Flushing, New York

Relationship Banker

July 2016-October 2016

- Managed HSBC Advance bank accounts with minimum balance \$10,000.
- Identified clients' banking, investment, and loan needs and helped clients to achieve their financial goals.
- Ensured all audit and security policies and procedures are followed in accordance with bank policies and federal regulations.

Professional Licenses and Examinations:

- The Uniform CPA Examination-FAR, BEC, AUD
- Microsoft Office Excel 2013 Expert Certification

Education:

Syracuse University, Martin J. Whitman School of Management

Syracuse, New York

Bachelor of Science: Accounting and Finance GPA: 3.54/4.00

May 2014

- *Faculty Assistant: Information Reporting and Presentation*
- *Beta Alpha Psi Membership Officer*

Additional information:

- U.S. permanent resident
- Completed 150 semester hours of education, Knowledge of SAP, QuickBooks, and Audit Software ACL
- Professional proficiency in Mandarin Chinese and English

CHANG (ESTHER) TIAN, CPA

6382 Adobe Circle Rd, Irvine, CA 92617 | (949) 395-3476 | changtian307@gmail.com

EDUCATION AND CERTIFICATION

University of California, Irvine

Graduation Date: June 2015

Master of Professional Accountancy

Cumulative GPA: 3.86

Renmin University of China

Graduation Date: June 2014

Bachelor of Management in Accounting

Major GPA: 3.58, Cumulative GPA: 3.48

Certified Public Accountant

Issuance Date: Sep. 2018

WORK EXPERIENCE

Eric Zhang & Associates LLP, Irvine, California

Manager

Jan. 2019 – Present

- Review journal entries, financial statements, and tax returns prepared by staff accountants
- Advise clients on key accounting policies and methodologies to ensure compliance with GAAP on financial advisory engagements and provide analysis result such as potential tax impact to assist the management to make financial and operating decisions
- Assist in internal and external audit and represent clients to communicate with auditors from tax authorities
- Manage and oversee the daily operations of Irvine branch office, supervise a team of four junior staffs and two senior staffs and assist in internal training

Staff Accountant

Jun. 2016 – Dec. 2018

- Performed daily bookkeeping and month end reconciliations, posted adjusting and reclassifying entries, generated financial statements, and processed payroll and payroll tax
- Prepared federal and multi-state income tax returns, California sales and use tax returns, multi-county business property statements and other informative statements
- Performed and documented audit procedures on various financial statements accounts, assessed the design and implementation effectiveness of internal controls, discussed the audit findings with clients
- Assisted with ad hoc requests for financial information and financial statement analysis

Wright Ford Young & Co, Irvine, California

Jan. 2016 – May 2016

Audit Staff

- Performed preliminary analytical procedures on accounts and assisted in risk-based audit planning
- Performed and documented substantive audit and review procedures on financial statements accounts balances and financial reporting, and prepared proposed adjusting and reclassifying entries
- Assisted with inquiry, observation and recalculation procedures for the internal control testing
- Documented audit findings and assisted managers in preparing audit reports

Affiliated Investors Group, Irvine, California

Feb. 2015 – Oct. 2015

Accounting Intern

- Analyzed financial statements and prepare investor returns to support investment strategies
- Performed month-end account closing activities, complete reconciliations and review financial reports

Ernst & Young, Tianjin, China

Assurance and Advisory Business Services (AABS) Intern

Feb. 2013 – Mar. 2013

- Examined original documents of transactions, drafted financial statements and prepared audit workpapers for NYSE and Hong Kong listed companies
- Requested external confirmations to verify related party transactions and filed supporting documents

SKILLS AND CERTIFICATIONS

- Certification: Chinese Accounting Qualification Certificate
- Computer: Advanced user of QuickBooks, CCH ProSystem, Engagement, Word, Excel and PowerPoint

LILEI (JUDY) YUAN, CPA

• 150 California Street, Arcadia, CA 91006 • leileiju@gmail.com • 626.329.7642

EDUCATION

University of California, Berkeley

Bachelor of Arts in Economics & Statistics, December 2009

Certified Public Accountant, State of California, active license since August 2015

PROFESSIONAL EXPERIENCE

Holthouse Carlin & Van Trigt, Los Angeles/Pasadena, CA

November 2013 - Present

– Senior Staff Auditor (July 2016 - Present)

– Junior Staff Auditor (November 2013 – July 2016)

- Develop and maintain strong relationship with clients.
- Proactively design effective and client-focused audit strategies and planning techniques.
- Perform complex audit procedures, ensure work product quality while improving upon audit efficiency.
- Effectively plan for engagements, implement all audits, reviews, and agreed-upon procedures.
- Structure for testing methodologies to evaluate for client's internal control procedures, identify and investigate causes of irregularities, make recommendations and corrective action plans for improvement.
- Keep clients and partners informed on the progress of each audit engagement.
- Expert in transitions from audit planning to financial statements reporting.
- Supervise and coach team staff members. Participate in and lead for staff trainings, keep up-to-date with recently issued ASC/FASB pronouncements.
- Provide constructive feedbacks to staff, receive positive feedbacks from partners and managers at all time.
- Key industries include real estate, manufacturing and distributions, restaurant, supermarket, high-tech companies, nonprofit organizations and government.

East West Bank, Headquarter, Pasadena, CA

March 2010 – November 2013

– Experienced Staff Accountant

- Acted as the SME for all accounting and General Ledger reconciliation processes.
- Interacted with various departments to resolve discrepancies result from the account reconciliations.
- Ensured timely submission of journal entries and major account reconciliations at each month-end close.
- Served as the liaison between Corporate Accounting, Loan Accounting, and IT departments.
- Provided ad-hoc analyses to SVPs, including problem loan analysis and actual to budget trend analysis.
- Performed initial approvals for the various vendors' invoices for the A/P team.
- Prepared quarterly Consolidated Reports, Board Pages, and various FAS 114 schedule summaries.
- Assisted in the preparation of GAAP financial statements along with footnotes and exhibits.
- Periodically worked with internal and external financial and regulatory auditors.

LA First Tax & Financial Services, Temple City, CA

July 2009 – August 2009

– Staff Accountant

- Performed monthly bank reconciliation and bookkeeping task using QuickBooks.
- Collaborated in preparing corporate tax returns and payroll tax reports for state and regulatory filings.
- Provided high-quality customer services while addressing clients' tax concerns.

PricewaterhouseCoopers, China

July 2008 – August 2008

– Audit Summer Intern

- Contributed in a quarterly review performed for a public company to assist with the 10Q reporting.
- Analyzed client's quarterly financial statements accounts using Lotus Notes.
- Constantly interacted with client's Finance personnel for obtaining supporting documents.

SKILLS

Computer skills: MS Office: Excel, Access, Word, Outlook, and PowerPoint, IBS Insight, Synergy, Tax & Accounting software: CCH ProSystem fx Engagement, ATX, Lacerte, QuickBooks, PeopleSoft

Program coding language: R, STATA, Java Script, HTML, Macromedia Dreamweaver
Language: English; Mandarin Chinese; Cantonese Chinese

Sonia Xu

Irvine, CA 92618 | (714) 746-7540 | soniaxu96@gmail.com | [linkedin.com/in/soniaaxu](https://www.linkedin.com/in/soniaaxu)

Education

University of California, Irvine, The Paul Merage School of Business | Irvine, CA **09/2019**

Master of Finance

Relevant Coursework: Wealth Management, Financial Accounting, Data Analysis & Programming, Investments, Derivatives, Financial Research, FinTech

Awards: Faculty Fellowship Award

University of California, Irvine | Irvine, CA **06/2017**

Bachelor of Economics and Minor in Accounting

Relevant Coursework: Individual Taxation, Financial Statement Analysis, Intermediate Accounting, Accounting Information Systems

Awards: Dean's Honor List

Experience

iHerb, LLC | Irvine, CA **06/2019 – Present**

Staff Accountant

Ensure accurate financial reporting through the month end close and account reconciliation process

- Partake in month-end close for multiple entities, including China and Netherland subsidiaries
- Reconcile general ledger account balances and prepare adjusting journal entries
- Prepare monthly trending analysis and expense account analyses with variance explanations
- Produce various ad hoc reports based on upper management needs

Formosa Flexible Packaging America | Irvine, CA **01/2019 – 06/2019**

Accounting & Finance Intern

Create journal entries in QuickBooks to record transactions for reimbursements and Cost of Goods Sold

- Use financial modelling to price potential businesses for possible mergers and acquisitions
- Reconcile credit card, expense, and revenue accounts during month end
- Analyze monthly expense and A/R aging reports and examine the “why” behind the numbers
- Evaluate price discrepancies between projected and actual costs on customer-billed invoices

Ventura Foods, LLC | Brea, CA **08/2017 – 09/2018**

Accounts Receivables Specialist

Posted cash receipts sent through Lockbox via check, and ACH payments in US and foreign currency

- Streamlined the receivables process by suggesting a new SAP software called High Radius, increasing company productivity by 30% in the first month
- Decreased number of accounts uncollectible with credit managers by readjusting credit limits
- Received Spotlight Recognition Award from direct manager for exhibiting strong teamwork skills

Skills

Strengths: Adaptable, detail-oriented, analytical

Computer: Proficient in Python, Advanced in Microsoft Office 365, 10-key, QuickBooks, NetSuite

Language: Native in English and fluent in Mandarin Chinese

Shunzhen Feng

10410 Louise Avenue, Granada Hills, CA 91344 | (818) 292-0856 | shunzhen.feng.163@gmail.com

EDUCATION

Bachelor of Science in Accountancy

California State University, Northridge, CA

Overall GPA: 3.6 | Accounting GPA: 3.8 | Dean's List: Fall 2017, Fall 2018, Spring 2019

California State University Northridge Bookstein Institute-Outstanding Service VITA Award

CalCPA Los Angeles Chapter Scholarship

Graduated: December 2019

CPA exam Eligible: December 2019

April 25, 2019

May 5, 2019

Associate in Arts Degree in Accounting

Pierce College, Woodland Hills, CA

Overall GPA: 3.60 | Accounting GPA: 3.50 |

Foundation for the Los Angeles Community College District Scholarship

June 5, 2017

May 14, 2013

California Registered Tax Preparer (CRTP), CTEC Registration for 2019/2020

October 23, 2019

Qualification Certificate of Speciality and Technology in Accounting, China

May 30, 2004

EXPERIENCE

FACT Professional Inc. Canoga Park, CA

Accounting Associate

August 26, 2019 – Present

- Prepare federal and state income tax returns for individuals, partnerships, corporations, and its related income tax by compiling account information
- Prepare balance sheet, profit and loss statement, and special financial reports by collecting, analyzing, and summarizing account information and trends

Medtronic, Northridge, CA

December 2012 – April 2014

Machine Operator

- Oversaw operation of label printing machine and package sealing machine for diabetes sensors
- Managed working full time while taking classes at Pierce College

Shenzhen Government Investment Audit Office, Shenzhen, China

April 2006 – June 2010

Archive Manager

- Organized and supervised audit archives with state regulations and management systems.
- Managed and assigned legal documents to their respective authorities

Shenzhen Kingmao Plastic CO. LTD, Shenzhen, China

June 2004 – April 2006

Accountant

- Created accounts payable, accounts receivable, payroll and income tax reporting for internal transactions
- Allocated employee's income to their insurance plan and managed employee's income tax

PROFESSIONAL INVOLVEMENT | VOLUNTEER ACTIVITIES

Beta Alpha Psi, CSUN

- Beta Alpha Psi Director and Lifetime Member

August 2018 – Present

Volunteer Income Tax Assistance (VITA) Program

Quality Review Supervisor

March 7, 2019 – April 15, 2019

- Qualified for Tax preparation of Foreign students and Military members.
- Reviewed the taxpayer tax documents to inform the taxpayers responsible for their return.

Tax Preparer

January – April 15, 2015, 2016, 2019

- Assisted eligible taxpayer in satisfying their tax responsibilities by providing free tax return preparation

City Clerk Election Division, Poll worker

March 2015 – Present

- Provided services in support of the Primary Nominating Election for the City of Los Angeles

SKILLS | INTERESTS

Microsoft Office (Word, Excel, Access, PowerPoint), Sage 50, QuickBooks, Taxwise, TaxSlayer, and ProSeries

Fluent in English and Chinese native Mandarin language and Cantonese

Interests: Long distance running, table tennis, badminton

Andrew Chang

■ Pasadena, CA 91107 ■ Phone: 858-344-6875 ■ Email: ajchang09@gmail.com

Career Goal: Human Resource Specialist / Human Resource Manager

Post Physical Therapy School third year student with Healthcare and Accounting background. Seeking a challenging position in helping students succeed academically where my experience will add value and enrich students' life. My experience in high school, college and graduate school will greatly benefit student's learning and help students make tough decisions about life. Exceptional work ethic and team player attitude. Computer skills include proficiency in Oracle, PeopleSoft, Great Plains, Avalara and MS Office. Bilingual in Chinese, can read, write and speak Chinese.

Experience

MARINER'S PHYSICAL THERAPY — SANTA ANA, NEWPORT BEACH CA

Physical Therapy Intern / Student, August 2018 – October 2018

Adaptive to fast paced outpatient clinic environment, excellent communication, enthusiastic team player in assisting clinical instructor and other physical therapy staff around the clinic, managed my own patient workload of 8-12 patients, treated wide range of musculoskeletal and neuromuscular symptoms and great at developing personal rapport with patients. Patient population varied from neurological disorders: Parkinson's and Orthopedics: shoulder and knee surgeries pre-hab and rehabilitation, lower back pain and neck pain.

Key results:

- Managed 8-12 patients a day in treatment and overseeing their recovery process.
- Created treatment plans for individual patients and following up with each patient to ensure patient satisfaction and recovery is corresponding to patient's needs.
- Oversaw 4-5 physical therapy aides in the clinic and trained aides or students on manual techniques and patient education.
- Presented material and educated clinic staff on latest research of evidence based practice in the field of physical therapy included but not limited to: lumbar, shoulder and knee pain.
- Patients preferred clinician for both the main and satellite clinic.

LEAP AUTO LOANS — SAN DIEGO, CA

Staff Accountant, 2012 to 2012

Assisted controller in the month end close process and entered journal entries. Troubleshoot questions for accounting staff. Prepared schedules for fixed assets and prepaid expenses. Prepare sales and use tax returns. Consulted on other accounting, and financial tasks often assigned on short notice by the CFO or Controller.

Key results:

- Resolved various accounting issues within the accounting department and tasked for various ad-hoc projects. Booked and verified various journal entries to close the Month End process.
- Controller left, so I was assigned to assist on various tasks around the accounting department. Worked closely with accounts payable clerks and accounts receivable clerks to resolve their various accounting issues.
- Trained by the CFO in preparation to become the interim accounting manager.

WILKINSON, HADLEY, KING & CO LLP— EL CAJON, CA

Staff Accountant, 2010 to 2011

Provided thorough and precise financial auditing of education and state agencies to ensure accounting policies are in compliance to GAAP. Audited financial statement and tested internal controls for weaknesses in business processes. Evaluated risk assessments, reviewed line items/funds and perform tests to determine risk factors for accounts payable, fund transfers and capital outlays. Completed audit reports for dissemination and prepared individual tax returns for families and small businesses.

Key results:

- Identified errors during Audits related to Cash, Payables, Fund Equity and Revenue. Assessment of business and risk, provided solutions to clients for better business performance.
- Analyzed business procedures and communicated findings and recommended actions to management.
- Prepared and evaluated Management's Discussion and Analysis section in the audit report for school district's financial performance.

SOUND EKLIN, INC — CARLSBAD, CA

Senior Staff Accountant, 2008 to 2009

Reconciled fixed assets and liability accounts during month end close. Supervised 2 accounts receivable clerks and 1 accounts payable clerk on their daily accounting functions. Prepared multi state sales tax returns and analyzed taxable transactions for exemptions. Reconciled bank statements on a monthly basis. Reviewed journal entries for data entry. Prepared payroll for Sales Managers.

Key results:

- Delivered six-figure cost savings by correctly identifying accounting overpayment to the state.
- Introduced business process improvements that enhanced A/P functions, troubleshooting accounting questions for staff and assisting them on their task and proposed solutions in reducing liabilities for the company.

SONY ELECTRONICS, INC — RANCHO BERNARDO, CA

Financial Analyst/ Accountant, 2006 to 2007

Managed the GL accounts for the LCD-TV division: payables, cash, fixed assets, receivables and monthly reconciliations. Prepared financial performance reports to upper management for quarterly budget meetings. Created journal entries during month end close for GL account reconciliations. Prepared profit and loss statements for forecasting and budgeting analysis.

Key results:

- Spearheaded the DIET project as the lead accountant, reducing fixed asset liabilities for expired assets from \$70 million to \$56 million. Revamped the process for the DIET project leading to cost saving for the TV division.
- Analyzed financial statements and participated as a SOX team member implementing better internal controls to improve financial closing.

Education

UNIVERSITY OF CALIFORNIA, SAN DIEGO —

Bachelor of Science in Management Science, Received in 2005

Professional Certificate of Accounting, Completed in 2007

- Post graduate accounting program fulfills educational requirements as a CPA Exam candidate.

LOMA LINDA UNIVERSITY SCHOOL OF ALLIED HEALTH —

Clinical Doctorate of Physical Therapy, 3rd Year Student Standing

- Curriculum for Becoming a Doctor of Physical Therapy

Interests

- Mentoring middle school and high school kids through various sporting events.
- Member of California Society of CPAs.
- Member of American Physical Therapy Association (APTA)

WINNIE HO

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

OBJECTIVE: Seeking a challenging and responsible position in industry with emphasis on the related areas of Accounting/Administration.

EXPERIENCE

Samsung C&T America, Inc. - Commerce, CA

Feb 2005 - Nov 2019

Accounts Payable Specialist

- Check accuracy of all invoices as comparing to the purchase orders quantities and prices.
- Responsible to obtain approval from authorized department manager on all invoices and Purchase orders
- Prepared check request or wire transfers on all invoices.
- Resolve any invoice discrepancies with vendors.
- Utilize time management and organization skills to minimizing loss from vendors late payments by actively pursued prompt payment discounts through negotiation with vendors
- Reconciled accounting records and maintained database for payment via aging report.
- Input all approved invoices into the accounting system with a target error rate of less than 1%
- Researched issues raised by internal customers and prepared reclassifications as necessary.
- Prepared L/C documentations for bank negotiation
- Prepare commission payments from vendors
- Prepare accounting debit/credit memos to vendors/customers.
- Maintained and reconciled accounts receivables, such as cash postings, wire transfers and check deposits
- Coordinated with each account/sales representative to resolve charge backs issues
- Managed customer relationships
- Prepare and processed payroll for temporary employees

Koutech Systems, Inc. - Santa Fe Springs, CA

Nov 2001 - Jan 2005

Accounts Receivable Accountant

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

Mini-Micro Supply - City of Industry, CA

Jan 2001 - Nov 2001

Junior Staff Accountant

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

EDUCATION

Jackson Hewitt - Los Angeles, CA

Dec 2003

Certificate of Income Tax Preparation

California State University, Los Angeles - Los Angeles, CA

Dec 2000

Bachelor of Science, Business Administration and Finance

SKILLS

- Skills: Proficient in SAP, Lotus Note, SBT, Microsoft Word, Excel including VLOOKUP
- Languages: English, bilingual speaking proficiency in Cantonese, and writing proficiency in Chinese
- Certificate: Samsung's Employee of the Month (May 2006)



OFFICE ASSISTANT



Average salary
15/hour

Average experience
1 years

Joshua (吳建緯) Wu

14214 Community St., Van Nuys, CA 91402

EXPERIENCE

LA Mission College

College Bookstore Assistant

Sylmar, CA

Nov 2019 - Jan 2020

- Interact with an average of 50 students a day
- Run and maintain the secondary school store without supervision
- Maintain stock of books, school supplies and food items
- Support store manager as needed

Grace Community Church

Deacon, Men's Ministry Group Discussion Leader

Sun Valley, CA

Sept 2016 - Current

- Facilitate discussion and care for the personal needs of a group (9-14 men) of adults
- Serve, encourage and counsel the men
- Follow up with the group members to ensure their growth and wellbeing

illi Commercial Real Estate

Leasing Associate

Encino, CA

Jun 2018 - Dec 2019

- Compare recently leased properties to determine market prices
- Bring clients to see potential commercial property spaces and negotiate lease terms
- Prepare leasing contracts and ensure that they are error-free
- Prepare and market multiple vacant commercial property spaces
- Systematically follow-up on past and present leads

Ni Hao Chinese

HR Specialist, Teacher and Translator

Torrance, CA

Nov 2018 - Oct 2019

- Facilitate phone and on-site interviews with management for potential new hires
- Ensure compliance with state and federal regulations, company policy and daily operating procedures
- Create, post, and update internal and external job listings
- Implement and maintain background checks for new hires
- Teach children ages 5-6 in Simplified and Traditional Mandarin Chinese through song, activities, lessons and textbooks
- Create songs in Mandarin Chinese with hand motions to help the children learn
- Teach Mandarin Chinese to children from Kindergarten to 2nd grade
- Translate School materials from Chinese to English

D&M Practice Sales and Leasing

Calabasas, CA

Office Administrator

Jan 2017 – Jun 2018

- Plan and schedule appointments for broker with buyers and sellers
- Represent company at two CDA Annual Dental Conventions and generated over 35 leads
- Answer telephone and emails in a timely manner

Practice Sales and Appraisals (PS&A)

Canoga Park, CA

Assistant

Mar 2016 – Jan 2017

- Plan and schedule appointments for broker with buyers and sellers
- Conduct internet research to improve company website and online presence
- Manage CEO calendar, coordinate meetings and appointments with clients and customers
- Provide ongoing administrative support to CEO to increase production through managing daily operations and current projects
- Compose and proofread memos, emails, and letters, providing accurate and clear communication
- Greet and assist visitors in a timely manner

Chick Fil-A UCLA In-Line

Westwood, CA

Team Member, Front House

Oct 2015 – Mar 2016

- Interact with an average of 75 customers per day
- Maintain cleanliness and stock of front and dining area

EDUCATION

University of California, Los Angeles

Los Angeles, CA

Bachelor of Arts, Asian Studies, China Emphasis

Jun 2016

ADDITIONAL INFORMATION

- Utmost integrity and trustworthiness. Previous employers have left their offices under my care and worked remotely without supervision.
- Proficient in Microsoft Office and Google Suites
- Advanced Math Skills with a 5 on the Calculus BC AP exam
- Proficient with CRM Software (ACT! Contact Management) and Loopnet
- Fluent in English and proficient in Mandarin Chinese (Traditional)
- Real Estate License: State of California, 2018 (DRE# 02058828)
- 70+ WPM, tested October 23, 2019 at www.ratatype.com

Jonathan Lee

9099384000
jonathanlee210@yahoo.com
Rowland Heights, CA

2018/06 - Present

AMERICAN BRIGHT
OPTOELECTRONICS CORP.
Chino, California

Office Assistant

- Processed sales orders and documented changes for financial accuracy and transparency.
- Tracked and recorded commission reports to maintain accurate, current, and compliant financial records.
- Kept business, customer, and financial records current and accurate to stay on top of changing information and avoiding lost data.
- Performed routine office and clerical support tasks such as photocopying, filing, sorting and distributing mail, and etc. according to well established procedures.

2018/06 - Present

AMERICAN BRIGHT
OPTOELECTRONICS CORP.
Chino, California

Warehouse Associate

- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.
- Managed product staging to efficiently transfer items between receiving, storage, and shipping locations.
- Consistently lifted materials weighing as much as 50 pounds.
- Prepared orders for shipment by systematically picking, packing and labeling merchandise.
- Used measuring tools such as gauges and tape measures to identify conforming parts during production.
- Maintained accurate inventory records to provide data for use in audits and completion of order requests.

2010/09 - 2014/05

Diamond Bar High School
Diamond Bar, California

Cellist

Participated in Symphony Orchestra for 4 years, with over 10 years of experience with multiple instruments including cello, piano, violin, and guitar.

Performed at Lincoln Center in New York for National School Board Association and won 2nd place.

2016/06 - 2018/07

Church in Diamond Bar
Diamond Bar, California

Youth Group Member

Served children from middle school to high school in summer camp for 3-4 years.

2012/06 - 2012/08

Killian Elementary School
Rowland Heights, CA

Assistant Teacher

Helped take care of and teach middle school students subjects like math and english.

2007/04 - 2013/06

Life Scout

Boy Scouts of America
Diamond Bar, California

Engaged in outdoor activities that tested and taught survival tactics and outdoor utility. Gained experience in utilizing outdoor tools and familiarizing myself with emergency situations.

2009/09 - 2010/01
AYSO
Diamond Bar, California

Soccer Referee

Skill

- ✓ Microsoft office
- ✓ Excel
- ✓ Office Experience
- ✓ Warehouse Experience
- ✓ Record Keeping
- ✓ File Management
- ✓ Shipping & Receiving

Education

Marketing Management
California State Polytechnic University - Pomona
Pomona, California

Marketing
2015/01 • Boston University
Boston, Massachusetts

2014/05 • Diamond Bar High School
Diamond Bar, CA

Languages

EnglishChinese

Binghui Sun LIU
18000 Norwalk, Artesia, CA 901701
(626) 348-7452 • helensun114@gmail.com

EXPERIENCE

Shanghai United Family Hospital and Clinics

MSO (Medical Staff Office) Admin Support

- CME and Morning Report organization
- Assist with credentials verification and reports
- Admin support for MLT (Medical Leader Team) Community
- Assist with other MSO projects

MD-Staff Software

- Physician database maintenance – data entry and upkeep of credentials
- Generate reports – CME, attendance
- Assist with new module implementation

OPPE (Ongoing Professional Practice Evaluation) Project

- Template revision
- Data gathering – NPS, thank you letters, community activities
- Quarterly OPPE form preparation

Department and Committee Meetings Project

- Create and maintain public calendar at least 3-month out
- Organize all committee and Dept. meeting minutes

Life Support Training Project

- Ensure record is updated
- Reminders to providers to renew certificates 3 months ahead
- Coordinate with AHA Training Center for courses

Medical Training Committee

- Organize monthly meetings, agenda and minutes

EDUCATION

California State University, Los Angeles

Master of Science, College of Business and Economics in Healthcare Management

Feb 2017- Dec 2018

Shanghai International Studies University

Bachelor of Arts, The English Language and Literature

July 2009

TECHNICAL SKILLS

Desktop Software: Adobe XD, Word, Excel, Access, Outlook, Powerpoint, Windows, Mac OS X

Digital and Social Media: CMS platforms like Facebook, Twitter, Instagram, YouTube, LinkedIn, Wechat(Twitter in China), Weibo(Facebook in China), mobile technology such as smartphones and tablets, Final Cut Pro

LANGUAGE SKILLS

Mandarin Chinese/ Shanghainese: Native User

English: Excellent Level

Chalsie Chatham

📞 617-401-1201 @ cjchatham1@gmail.com 📍 Central LA, CA, 90004

EXPERIENCE

Office Assistant (Team Leader)

[Student Success Office at Berklee College of Music](#) 07/2017 - 09/2018
Boston, MA

- Reconciled expense records and the monthly preparation of PCard
- Utilized FileMaker Pro and Google sheets to update and manage students profile information
- Improved office environment by creating step by step guideline for student employees
- Produced pdf documents for senior management's committee meetings
- Provide information to students/parents to support long-term success
- Placing and tracking phone calls/voicemails to parents/students
- Organized catering for meetings and events
- Managed student success's email

Internships

Studio Assistant Intern

[Backyard Industry](#) 08/2019 - 11/2019 Santa Monica, California

A reputable composer's studio that produces music for major films

- Organized music cue sheets for the production meeting
- Involved in audio editing using iZotope RX 6 and built an instrument with EXS 24 in Logic
- Assisted studio set-up with all studio rigs and studio equipment
- Researched and complied on studio products for ongoing projects
- Created inventory logs with Google sheets for studio equipment and participated in an ongoing basis in routine inventory cycle counts
- Organized on both Amazon and studio expenses
- Assisted session preparation including score taping and equipment set-up
- Reorganized 2 years worth of unwieldy files, making them easily accessible to department members

Logistic/Event Management Intern

[NV Concepts](#) 02/2019 - 04/2019 Boston, MA

A talent buying and event management company

- Managed 10 artists' events including booking flights, hotels, ground transportation, contracting, and budgeting
- Talent buying for clubs and other venues in the New England area
- Assisted on-site events for CloZee and CHARLESTHEFIRST at the Palladium in Worcester
- Organized and updated logistic information into Nomad and Google
- Pre-review and editing of artist contracts
- Communicated with promoters and artists for event organization
- Organized artwork and flyers in Asana and Google sheets
- Conducted research ideas for artist venues for upcoming events
- Utilized Google sheets to reconcile yearly expense records

SKILLS

Digital Performer

Filemaker Pro

Microsoft Office

Logic

VEPRO

Pro Tools

Sibelius

Maestro Script

MX Spot

Asana

Slack

Google Apps

Adobe Acrobat Reader DC

Strong Communication Ability

Organization skill

Problem Solving

Teamwork and Self Productivity

Analytical ability

Multitasking

Detail-Oriented

Time Management

EDUCATION

Bachelor of Music and Film Scoring

[Berklee College of Music](#)

09/2016 - 05/2019 Boston, MA

Core Music

[Conservatori Superior de Música del Liceu](#)

09/2015 - 06/2016 Barcelona, Spain

PROJECTS

RHYTHMS OF THE CITY

10/2019 - 11/2019 Art At The Rendon

Worked on FX audio editing for the backing track and recorded field recording with TASCAM and magnetic field recording with SOMA for the sounds of LA at Backyard Industry

- 100% of proceeds benefits Play with Music, a Los Angeles nonprofit for music and technology education

EXPERIENCE

Studio/Engineer Assistant Intern

[CyberSound Studio](#) 05/2017 - 12/2017 Boston, MA

A music production company for advertisement, TV, and film

- Communicated with clients to schedule recording sessions
- Placing and tracking phone calls/voicemails
- Responsible for full set-up and taking down production and studio equipment
- Runner

LANGUAGES

English	Native	Chinese / Mandarin	Native
Spanish	Beginner		

VOLUNTEERING

Teacher and Guitarist

[Cambodia Mission Trip \(Taipei Adventist American School\)](#)

Painted house at an orphanage

Lead guitarist

Teach English at an orphanage

Sunday church services

TRAINING COURSES

- Dramatic Scoring
- Scoring Technology
- Scoring for full orchestra
- Post Romantic Scoring
- Analysis Video Game/ Music Tech
- Interactive Scoring Video Game
- Contemporary Technique in Film Scoring
- Comp DAWs/Comps Studio
- Conducting

Jessica Vanders

2162 Ventia, Tustin CA 92782

Phone: 949-426-5917 | **Email:**

Jessica.Vanders@yahoo.com

Education

Bachelor's in Arts - Communication Studies, Advertising

California State University, Fullerton - Fullerton, CA

August 2017 to May 2020

Work Experience

Accounts Payable Clerk

Newport CH International – Orange, CA

June 2018 – October 2019

- Prepared and conducted checks and ACH transfers.
- Processed payment by receiving and verifying expense reports and requests for advances.
- Managed billing and prepared credit/debit memos.
- Maintained accounting ledgers by confirming and posting account transactions.
- Verified vendor accounts by reconciling monthly statements and related transactions.
- Communicated with suppliers, trucking companies, and managed accounts.

Office Manager

Lassen Window Fashions – Anaheim, CA

September 2017 – June 31, 2018

- Presented support to manager, accountant, and office guests.
- Processed all purchase orders, invoicing, and Bill of Lading.
- Answered and addressed all inbound calls and email inquiries.
- Coordinated and organized office supply purchases, travel itinerary, meetings, catering, company events, and sustained a clean reception and breakroom.
- Scheduled and confirmed postal pick-up for USPS, UPS, and LTL Freights.

Stylist/Creative Director

Hvbitué – Mission Viejo, CA

2015 – 2018

- Cultivated creative concepts, styled pieces, and coordinated product placement.
- Composed fashion brand photoshoots and videos.
- Outsourced and collaborated with talents (models/videographers) and brands.

Administrative Assistant

iScope Corporation – Irvine, CA

January 2010 – February 2013

- Initiated support for management, staff, and greeted clients and customers.
- Purchase/Sales order processing and invoicing.
- Addressed inbound calls and email inquiries.
- Multi-task responsibilities included customer service, appointment setting, arranged calendar, travels, and handled office supply order.
- Organized files, faxed, scanned, and sorted documentations.
- Maintained over 25 domestic/international orders and inquiries daily.
- Implemented technical support via email/phone.
- Oversaw and managed over 100 customer accounts (schools, businesses, and personal)

Additional Skills

- Computer literate in Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop, Outlook, Cietrade, and Sage.
- Achieved 5 years of experience in Office Administration, 1 year in Accounting, and 5 years in Restaurant/Hospitality.
- Fluent in English and Chinese (Cantonese).

EDWIN QUACH

317 W Bencamp St San Gabriel, CA 91776

(626)758-7713

quachedwin@gmail.com

Summary

I am passionate about working in the office and computer environment. I am good at multi-tasking, dealing with different situations that arise in the workplace, working well under pressure, and quickly adapting to changes. While working with teams, I am an active member with strong communication skills. I am looking a job where my knowledge can be utilized.

Work History

Sale, Customer Service and Cashier

Jerky King Inc. - El Monte, CA

04/2010 to 2018

Computer Technician

Jerky King Inc. - City of Industry, CA

- Set up equipment for employees, including installing cables and hardware.
- Installed software and Operating Systems on company computers.
- Set up and configured hardware and software on company equipment.
- Restored data, operating systems, files, documents and drivers.
- Resolved computer hardware and software, printing, installation, word processing, email and operating system issues.

Medical Assistant

Advanced Radiology - Rosemead

11/2016 to 11/2017

- Answering office phones and schedule appointments
- Greeting patients and prepare them for examinations
- Obtaining patient medical history
- Processing paper work (Screening Demographic and Financing; Legal Status) to enroll patient to appropriate program; Collect copayment / previous balance
- Contact specialist's office to verify patient's order and assist patient to schedule urgent appointment if needed
- Assist with insurance, coding, and billing paperwork, and a lot more

Office Assistant

B&T Insurance And Financial Services - Rosemead, CA

07/2018 - 03/2019

- Getting a quote for clients (Auto, Home)
- Enroll medical (Obama care) for clients
- Responding to inbound telephone and email inquiries

Admission Assistant

Diamond Beauty College - El Monte, CA

11/2018 to 01/2020

- Taking incoming phone calls
- Answering to inquiries
- Maintaining the reception area organized
- Doing data entry work

- Maintaining student databases and time cards
- Collecting payment
- Greeting visitors
- Preparing the files for new students

Education

Associate of Arts: Computer Science Information Technology

East Los Angeles College - Monterey Park, CA
GPA: 3.58

December, 2015

Languages

Vietnamese, English, and Chinese

Additional Information

- | | |
|----------------------|-------------|
| • Dean's Honor Lists | 2011 - 2012 |
| • President's Awards | 2012 - 2014 |

JUDY LIN SFETCU

Redondo Beach, CA
Judy.sfetcu@gmail.com ▪ Mobil: 310-908-7715

Profile:

- Over 15 years of IR and business management experience, working with public company CEO/CFO and serving as the liaison between clients and investors
- Hands on experience in accounting, finance and budgeting, HR benefits and company buy-sell transitions
- Proactive, self-directed professional, leverage strong problem-solving and analytical skills to identify and implement policies

Professional Experience:

2004-
relations/
Present

PONDELWILKINSON INC. - *National recognized investor strategic public relations firm*

Business Manager & Investor Relations

Responsible for financial planning, budgeting and strategic development. Manage financing activities to ensure cash flow requirements. Prepare payroll, evaluate employee benefits and corporate and executive insurances. Supervise administration activities, office operations and review business proposals and vendor contracts. Additionally, assist with client news releases, financial reporting, analyst estimates/financial models, investor presentations and special investor events and buy-side/sell-side investor targeting - relevant client representations: Monster Beverage (Nasdaq:MNST); Fuling Global (Nasdaq:FORK); Emmaus Life Sciences (pre-public); Karat Packaging (pre-public); UTi Worldwide (previously Nasdaq:UTIW)

Key Accomplishment:

- Assist with multiple M&A transactions: In 2001 with the buyout of Pondel/Wilkinson Group by MS&L, and in 2004 with the repurchase of Pondel/Wilkinson asset from MS&L
- Establish new corporate entity and set up payroll, HR benefits and 401K plan
- Arrange new banking facilities and credit line
- Negotiate office leasing and relocations
- Implement annual investor day for a large cap client, approximate 100 attendees of analysts and institutional investors

1998-
2004

PONDELWILKINSON MS&L, *A subsidiary of Publicis Worldwide*

Office & Accounting Manager

Assist division CFO with preparation of monthly/annual budget for the holding company and oversee accounts payable. Provide HR services - employee manual, insurance, retirement plans and vacation schedules. Involve in hiring and termination of employees. Supervise six client account coordinators on administrative services, as well as assist with new business development, including research, presentations, proposals and contracts.

Key Accomplishment:

- Assist with sell of Pondel/Wilkinson Group by MS&L in 2001

- Administer closing of PondelWilkinson's profit sharing and 401K plans
- Work with the building management for several office expansions, subsequent relocation after the acquisition

1995-1997 | **TARRANT APPAREL GROUP** - *Formerly publicly traded apparel manufacturer, NASDAQ:TAGS*

Executive Assistant to CFO & Investor Relations

- Assist CFO and corporate attorney in preparing all SEC related filings, including 10-Q, 10-K, annual report and proxy statement. Monitor Section 16 compliance and form 144 filings
- Coordinate Board Meetings and Annual Shareholders Meetings; assist CFO with Board presentation relating to quarterly recaps and annual budget and projection
- Work with CFO and corporate attorney in preparation of meeting minutes and update corporate documents
- Manage outside investor relations firm for preparation of press releases, conference call scripts and investor presentations; handle routine investor inquiries; schedule news media interviews with CEO and CFO
- Travel with CFO and/or CEO for company road shows, investor conferences and one-on-one meetings with sell-side analysts and portfolio managers
- Coordinate with the company's brokerage firm and transfer agent on exercise of employee stock options; prepare analysis reports on granting of stock options
- Prepare and update personal financial statements for Chairman and President; track Chairman's various loan projects and credit line balances

1992-1995 | **DEERPORT, INC.** - *Hospitality Holding/Investment Co., a subsidiary of China Trust Investments*

Assistant to CEO & President

- Interact with hotel managers regarding hotel improvements and financial assistance
- Evaluate hotel operation performance and report to President and stakeholders in Taiwan
- Prepare and submit hotel renovation projects for approval
- Review designers and compare proposed renovation work and budget; coordinate with designers and hotel managers for renovation schedule; assist with purchasing of equipment as needed
- Work with President and corporate attorney on hotel development and acquisition projects
- Relate information to shareholders in Taiwan; provide translation when necessary
- Participate and prepare meeting minutes and reports

LANGUAGE:

English and Chinese (Mandarin & Taiwanese)

Fluent in both

EDUCATION: CUNY - New York City College of Technology

Petra S. Lee

Executive Administrative Assistant



Executive Administrative Assistant - Personal Assistant - Sales Administrator
Office Manager - Calendar Management - Travel Planning -
Meeting/ Event Coordinator - Project Coordinator
Technology Management - Vendor and Supply
Management
Expense Reporting - Office Administration - Liaise HR and Facilities



310.600.2441



Petra_salina_lee@yahoo.com



linkedin.com/petraslee

Education

Associates // Business Administration

University of Southern California, 2004

Fashion Design and Merchandising
Los Angeles Trade Technical College, 2007

Business

San Diego State College

Skills

Office - MS Office - Excel - PowerPoint - Outlook Access - OneNote - Windows XP - Mac OS X - Android - SAP - Oracle - PeopleSoft - Photoshop - Illustrator - Adobe CS - JavaScript - HTML - CSS - Wordpress - Shopify - iMovie - Concur - Expensify - GoLeads - Salesforce - Showpad - Hoovers

PROFESSIONAL WORK EXPERIENCE

Executive Administrative Assistant - Finance

Wyndham Hotel and Resorts | 2019 - Present

Provide a full range executive administrative support to the SVP, GVP of Finance including administrative support to finance department at Wyndham Hotel and Resorts.

- Coordinating travel schedules, arrangements and agendas in preparation for on-site and off-site meetings, conferences and events including detail itineraries i.e. international travel.
- Manage office operations including adequate stocking of supplies, office equipment and moves.
- Liaise with Human Resource and facilities of new employees and assist in employee on/off boarding.
- Plan and coordinate office events while promoting positive work culture.
- Heavy bookkeeping - submitting, maintaining and monitoring expense reports invoice and licensing approvals.
- Manage and prepare complex calendars and daily schedule i.e. conference rooms, creating PowerPoints and invitation attendance request including meal ordering.
- Maintain contact lists, filing systems
- Provide general support to visitors

Administrative Assistant III - Sales Operations

LQ Management LLC. | 2016 - 2019

Provide a full range administrative and support services to the Sales department at La Quinta Management LLC.

- Deliver administrative support to VP of Field Sales and department support for regional and field sales.
- Prepare and distribute weekly communication for the company's sales department.
- Book travel for all potential new hires, sales representative/directors and new hire training.
- Coordinate executive meetings, corporate events, tradeshow and other event planning.

Language

S

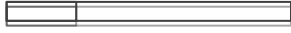
English (*native*)



Spanish (*fluent*)



Chinese (*basic*)



Interest

S

- Art
- Travelling
- Hiking
- Film production
- Culture
- History
- Reading
- Technology
- Business
- Health Wellness
- Music

Licenses

Cosmetology

Certified Makeup Artist

WORK EXPERIENCE *CONTINUED*

- Manage expenses i.e. portfolio branded rewards points, office supplies, FedEx, promotional event items and etc.
- Tech support and troubleshooting for computer equipment, phones, system training and etc.
- Salesforce and Go Leads reporting, managing and sellers request submissions.

Executive Personal Assistant and Sales Administrator

Mission Beverage | Los Angeles, CA | 2008 - 2016

Provide a full range support services for President and Sales department of largest Beer distributor in the country. In charge of document preparation, confidential file management, mail handling, supply ordering and record maintenance.

- Deliver administrative and management support for sales department of 70 people.
- Generates reports and presentations for monthly, quarterly and annual reports for various department authorities.
- Improved communication between sales department and executive team fostering a sense of teamwork and collaboration.
- Achieved pricing agreements with vendors and other provider for service at special events, saving at least \$20k annually.
- Produced excel record keeping and reporting to furnish executives with more accurate financial data i.e. depletion reporting.
- Gained technical troubleshooting knowledge with capacity to identify and resolve root cause and complex issues
- Optimized office efficiency by implementing color-coded filing system and introducing additional time saving measures by 20%.
- Optimized Manage capital purchases, direct vendor relations, generate and maintain equipment tracking records.

Office Manager and Personal Assistant to CEO

Icelandic Glacial, Inc. | Beverly Hills, CA| 2006 - 2007

- Self-directed, focused and attention to detail performing high-level functions: supporting VP and 10 sales team calendars using Outlook.
- Assisted with maintenance and repairs of office equipment including copier, fax, machines, printers, mail equipment, etc.
- Gained solid communication capabilities and proven capacity to interface effectively with diverse audiences.
- Gained talent for quickly acquiring knowledge in new systems and procedures.
- Generated weekly and monthly reports for leadership and administrative teams.
- Conducted research to prepare, gather and proof briefing materials, agendas, and decks for all executive level meetings.

Operational Risk Executive Administrative Assistant

Bank of America | Glendale, CA | 2003 - 2006

- Exceeded high level of confidentiality, discretion, and diplomacy; acted as a key liaison in communications between executive management and personnel of other departments
- Organized travel arrangements, reservations, and itineraries; arranged ground/air transportation and hotel accommodations, closely adhering to budget.

REFERENCES



Angie Gadwood
Vice Present of Field Sales
G6 Hospitality
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angie.gadwood@G6Hospitalit
y.com



Debbie Moore
Office Manager
Crawford, Wishnew, Lang
PLLC
972.740.6708
dmoore@cwl.law

More available upon request

Marion Elissa Wu
714-600-5421
marionewu5586@gmail.com

184 South Trish Court,
Anaheim Hills, CA 92808

EDUCATION

The Pennsylvania State University
Bachelor of Science (B.S.), Hospitality Management

University Park, PA
Graduation: August 2018

The Chinese University of Hong Kong
• *Study Abroad: International Asian Studies Programme*

Hong Kong, China
August, 2015 - May, 2016

LANGUAGE PROFICIENCY

- English (*First Language*)
- Mandarin Chinese (*Fluent spoken and written*)

PROFESSIONAL EXPERIENCE

Jimswood Industrial Co., Ltd. (JICL)
Assistant Manager of International Business

Shanghai, China
September, 2019 – January, 2020

- Attended a Global Agency Meeting in Frankfurt, Germany on behalf of the company to discuss past and future sales and promotions of LACTEL's biodegradable polymer products (drug delivery, 3D printing, etc.).
- Translates all outgoing social media blogs for the company's LACTEL biodegradable polymer products division.

Bodyworks/Sino-British Pilates
Personal Assistant

Shanghai, China
February, 2019 – September, 2019

- Translated everyday messages, industry-specific teaching materials and PowerPoint presentations.
- Acted as the link between the two CEOs and the employees by communicating and performing tasks in order to increase the overall efficiency and well-being of the company.

The Penn Stater Hotel and Conference Center
Management Trainee

State College, PA
October, 2016 - January, 2017

- Helped organize the gathering for the university President Eric Barron and more than 200 of his closest friends on Football Saturdays as well as other key school engagements such as the Mailmen of America.

Porsche China
Marketing Intern

Shanghai, China
Summer 2017

- Prepared excel sheets for both CRM and Marketing departments.
- Attended and helped organize events such as the Annual Golf Outing and the Customer Relationship Events for Porsche VIP car owners
- In charge of telecommunications and helped process after-sales surveys and feedback.

EOSI Media Group (Chinese listed company # 872765)
Intern

Shanghai, China
Summer 2015

- Prepared corporate documents, power points, and marketing materials for the CEO.
- Attended an international conference for major international pharmaceutical companies where I translated speeches and presentations for the CEO.
- Edited a website and marketing materials for the company to use as an online platform for pharmaceutical companies to sell and monitor their products as well as handle customer reports.

SKILLS/CERTIFICATIONS

- Responsible Alcohol Management Program (RAMP: *Valid through 2020*)
- Certification in Hotel Industry Analytics (CHIA: *Valid through 2022*)
- ServSafe (*Valid through 2022*)

ANDREW CHUNG-ANG TSAO

(323)690-6720 • tsao90148@gmail.com • cxt231@case.edu

OBJECTIVE:

WORK OPPORTUNITY IN BIOMEDICAL ENGINEERING RELATED RESEARCH

EDUCATION:

Case Western Reserve University, Cleveland, Ohio 44106

B.S. Biomedical Engineering '19

SKILLS:

Language: Fluent in English and Mandarin Chinese;

Technical: Proficient with Microsoft Word, PowerPoint, Excel, MATLAB

TECHNICAL EXPERIENCES:

Research Student (CPT CO-OP)

August 2018 – December 2018, February 2019 – May 2019

Krishna Lab, Cleveland Clinic Lerner Research Institute Biomedical Engineering, OH

- Help developed lab protocols for Matrigel 3D organoid tumor cell culture
- Passaged, maintained and kept record of mammalian cell cultures for experiments
- Gained cell culturing experiences by working with mouse cancer cell lines and transfected cell lines
- Assessed cytotoxic and biocompatibility of nanoparticles with cell viability assays (XTT)
- Synthesized organic and fluorescent nanoparticles for cancer treatment and imaging
- Analyzed different synthetic nanoparticles with spectrophotometer, UV-vis, and dynamic light scattering
- Investigated the laser-induced photonic properties of nanoparticles with varying pulse parameters

Student Intern

May 2017 – August 2017

Super Laboratory Co., Ltd., Taiwan, ROC

- Wrote and updated English brochure content for medical device regulation testing, product premarket testing and other testing service categories with marketing team
- Shadowed sales team in visiting potential clients and pitching company's premarket services
- Wrote and constructed company's official English website and improve website SEO ratings
- Coordinated and organized company booth and presentation at BioTaiwan Exhibition 2017

Undergraduate Intern

June 2015 – August 2015

Coreleader Biotech Co., Ltd, Taiwan, ROC

- Help prepared FDA application and ISO related documentations for submission
- Translated necessary FDA and ISO related documents upcoming inspections
- Assisted research and development department in wound dressing biomaterial experimentations including biodegradability and cytotoxicity
- Performed research and analysis reports on potential competitors and their product performance
- Prepared product information and data for company exhibition booth at trade fair

Research Lab Intern

December 2014 – January 2015

MDG Medgaea Life Sciences Ltd., Taiwan, ROC

- Identified proper testing procedures for diverse biomedical products
- Shadowed laboratory analysts on regulatory testings for compliance of ISO and FDA of Taiwan
- Conducted regular and frozen biopsy and basic organ harvest on tested specimen
- Assisted lab technicians in medical device testing and learned about medical equipment testing (Biocompatibility Assays)



SALES REPRESENTATIVE



Average salary
15/hour + commission

Average experience
2 years

Cheng-Hui Lin

4798 Via Alameda • Yorba Linda, CA 92886 • +886-937-367-356 • cchenghuilin@gmail.com

EXPERIENCE

Sales Representative

Netvox Technology Co., LTD

Tainan, Taiwan

Mar 2019 - Present

- Prepare customized quotes and answer inquiries from around the world regarding IoT products, solutions, and services
- Build and manage existing accounts and generate repeat business through relationship building and client engagement
- Effectively communicate and coordinate externally and internally with clients, logistics, finance team, R&D, FAE, QA, QC, sales team, as well as the production line to achieve each sales and retention

Project Manager

Lin Long Dance Group

Tainan, Taiwan

Nov 2017 - Feb 2019

- Planned and executed performances, communicating with dancers, choreographers, musicians, stage lighting designers, stage managers, administrations, and related working staff
- Tainan Performing Group of Excellence project winner, 2018, 2019

Coordinator Intern

Global Initiatives Department, Los Angeles Area Chamber of Commerce

Los Angeles, USA

Jun - Aug 2017

- Researched and conducted 17 policy briefs on international trade during the 3-month internship
- Served as an interpreter for visiting Chinese business delegations, gathered data and drafted advocacy letters, certificate of free sale issuance, and action alerts
- Assisted with planning, promotion, and setup for 2 international business events

Research Assistant

Department of Political Science, National Cheng Kung University

Tainan, Taiwan

Dec 2014 - Jun 2016

- Managed Ministry of Science and Technology funded project
- Successfully performed 176-subject recruitment for fMRI experiments, data collection, and analysis and discussion independently and in collaboration.
- Translated and edited theses and essays and conducted literature reviews

EDUCATION

UC San Diego, School of Global Policy and Strategy

Master Level Training, International Affairs

San Diego, USA

Aug 2016 - Jun 2017

- TAship for UCSD Chinese Studies Program, International Management track; Courses: Managerial Economics, Statistics, Globalization, Game Theory, Finance & Accounting for Policy Makers, Risk Management, Applied Financial Accounting, International Economics, Business Systems in Asia

National Cheng Kung University

Bachelor of Arts, Political Science

Tainan, Taiwan

Sep 2009 - Jun 2013

- Awards: Selected as one of the only four students for the exchange students program, 2012
Outstanding Achievement Award in English Comprehensive Test, Top 5 percent, 2010

Hong Kong Baptist University

Exchange Program, Government and International Studies

Kowloon, Hong Kong

Fall 2012

SKILLS

Problem Solving, Analysis, Intercultural Communication, Interfunctional Communication, Creative Thinking

Languages: Mandarin Chinese (Native Speaker), Taiwanese (Native Speaker)

English (TOEIC 910/990, year 2013; IELTS 7.5/9, year 2014; TOEFL 101/120, year 2015)

Computer: Microsoft Office, Stata, SPSS, Social Media

Performing Arts: Chinese Folk Dance, Chinese Martial Arts, Ballet, Modern Dance, Stage Management

ACTIVITIES

Remote Volunteer Translator *Effective Altruism Taipei, Taipei, Taiwan*

Sep 2016 - Present

Remote Volunteer Translator *Amnesty International Taiwan, Tainan, Taiwan*

Jan 2015 - Jun 2016

Volunteer Performance Art Teacher *Tainan City Government, Tainan, Taiwan*

Sep - Dec 2013

Interpreter and Academic Advisor *Study World Exhibition, UKEAS/USEAS, Tainan, Taiwan*

Feb 2013, 2014

Cierra Wingert

23624 Daisetta Dr
Newhall, CA
5136586414
cierra.wingert@gmail.com

Summary

I have about a year's worth of experience in customer service, I'm known for being very quick on my feet and extremely nice to customers. I'm very organized and a known for learning new skills at fast pace.

Education

West Ranch High School

High School Diploma
Santa Clarita, California
Graduated December 2019

- **GPA achieved:** 3.5/4.0
- **Clubs:** Model United Nations
- **Key Courses:** Attended 4 AP classes while in high school (Psychology, Chemistry, Computer Science: Programming, and U.S. History)

Employment History

Spirit Halloween

Sales associate
Santa Clarita, California
September 2019 – November 2019

- Excellent customer service skills and positive attitude
- Know how to run a register
- Helped customers find the products they were looking for with ease
- Was one of the best at getting customers to donate to Spirit Of Children

Dairy Queen

Server
Cincinnati, Ohio
November 2017 – October 2017

- Excellent customer service skills and positive attitude
- Skilled with drive-thru
- Flourished in the fast-paced environment
- Quick cook and server

Hobbies & Interests

I love to play video games such as League of Legends and Dead by Daylight, I'm not very good but I keep persisting until I get better. I enjoy drawing too, it's a good creative outlet for me.

Professional Skills

Customer service: ● ● ● ● ●
Cooking: ● ● ● ● ○
Food service: ● ● ● ● ●

Customer care: ● ● ● ● ●
Sales: ● ● ● ● ○
Microsoft office: ● ● ● ○ ○

Languages

English: Fluent
Spanish: Conversational
Chinese: Beginner
ASL: Beginner

Michael Sean Law

9112 Huntington Drive · Apt B San Gabriel 91775 · Cell: 1-650-864-2700 · mikeslaw88@gmail.com

LinkedIn URL: <https://www.linkedin.com/in/michael-s-law/>

Highlights

- Highly motivated, versatile and analytical economics graduate with experience in accounting, sales, private equity and investment banking. Aspiring to immerse myself in a rigorous environment to optimize my accumulation of financial literacy and high income skills. Intend to attain and employ superior business acumen and accurate and precise qualitative and quantitative investment skills to gain unprecedented knowledge and returns on investment and to exceed expectations.

Skills

- Accounting (Completed Lower Division Financial Accounting Level I, II and III in Foothill College)
- California Life & Health Insurance License
- Certified Live Scan Fingerprint Specialist
- Certified Notary Public for the State of California
- Completed Introduction to Python Data Science Course (Datacamp and Udemey)
- Completed SQL Course (Udemey)
- CompTIA IT Certification (Enrolled in CompTIA IT course by NexGenT)
- Experience and creativity in B2C and B2B Sales and Marketing (Completed Joel Bauer's Certified Speaker/ Closer Practitioner)
- Experience in Investment Banking (Currently enrolled in Udemey's Investment Banking Course)
- Microsoft Office, S&P Capital IQ, Goldman Sachs 360, Bloomberg, Thompson Reuters and Salesforce.com experience
- Real experience and basic knowledge in investing US and Canadian Stocks and Mutual Funds via Technical Analysis.

Education

University of California, San Diego (Thurgood Marshall College)	La Jolla, CA
Bachelor of Arts in Economics, December 13, 2018	2016- 2018
Foothill College	Los Altos, CA
Business Administration and Economics (GPA: 3.76) June 14, 2016	2014- 2016
University of Pennsylvania at Wharton (Emeritus Institute of Management)	Philadelphia, PA
Entrepreneurship Acceleration Online Certificate Program	Mar 2019- May 2019
Harvard Business School Online	Boston, MA
Business Analytics Online Course	Jan 2019-March 2019

Work History

Notary Public for The State of California	Sept 2018-Present
Royal Business Bank (Los Angeles, CA)-Portfolio Underwriter Intern	July 2018-Sept 2018
<ul style="list-style-type: none">Analyzed loan proposals to mitigate risk utilizing financial tools including Microsoft Excel and Sagemworks.Modified financial documents (TCD Loans and CCRs) to ensure financial figures are up to date.Performed client background checks via OFAC and Credit Report via Lexis Nexis, Experian and Dun and Bradstreet.Utilized Sagemworks to Perform data entry of CRE, C&I and public company's partnership loans to perform credit analysis.	
Greater Pacific Capital LLP (Mumbai, Maharashtra, India)-Summer Analyst Intern	July 2017-Sept 2017
<ul style="list-style-type: none">Acquired knowledge of Comp analysis of Indian and US companies and metrics in Private Equity (IRR, MOIC and DPI)Generated client leads in Europe by utilizing S&P Capital IQ, Preqin and Bloomberg to collect contact info at corporate level.Edited a portion of Greater Pacific Capital's monthly client articles (<i>Sign of the Times</i>) featuring India's investment opportunities.	
Valencia Advisors LLC (New York City, New York)-Summer Analyst Intern	May 2017-Sept 2017
<ul style="list-style-type: none">Utilized Salesforce to distribute investment fund information to potential clients in Europe, Asia and North America.Compiled and organized earnings and analysis reports of Indian private and public companies for potential clients.	
JW Research-MasterCard® Sales Associate (Vancouver BC, Canada)	Aug 2013 - Feb 2014
<ul style="list-style-type: none">First employee to translate pamphlets into Chinese and Hindi, exceeding average employee hourly quota.Manager proposed my work to convince senior management to adopt my pamphlet.	
Matrix Solutions-Warehouse Associate (Richmond, B.C)	Oct 2013-Feb 2014
<ul style="list-style-type: none">Exceeded average hourly order quotas utilizing Vocollect Talkman, Electric Pallet Jack, various Forklifts and RF Scanner.	

Extra-Curricular and Leadership Activities

Future Business Leaders of America - Phi Beta Lambda at the University of California San Diego	Sept 2017-June 2018
<ul style="list-style-type: none">Participated in various case study and volunteer events.	
Group leader during Dalai Lama's visit to UC San Diego (La Jolla, CA)	June 16, 2017
<ul style="list-style-type: none">Lead group of volunteers in order to usher audiences into seats, distributed pamphlets and assessed for security threats.	
International Volunteer Headquarters (IVHQ) Summer Volunteer 2015 (Nepal)	Aug 2015-Sept 2015
<ul style="list-style-type: none">Engaged in humanitarian work and taught in rural Nepali elementary school affected by 2015 Nepal Earthquake.	

Additional Information

- Languages spoken: English, Chinese (Basic Cantonese and Mandarin proficiency), Elementary Korean.

April Wing Huang

aprilhuang@live.com | (415)793-9979 | San Francisco, CA | www.linkedin.com/in/aprilwhuang

EDUCATION

University of California, Riverside

March 2019

Bachelor of Arts, Sociology/Administrative Studies

Concentration in Marketing

PROFESSIONAL EXPERIENCE

Sprouts Cooking Club, San Francisco, CA

June 2019 – August 2019

Marketing Intern

- Promoted program expansion project to local chefs and businesses in the SF Peninsula to acquire partnerships through email and social media outreach
- Developed and executed media plan to highlight summer camp activities across social media platforms, ensuring all marketing collateral for 45+ sponsors were met
- Assisted in organizing networking events to promote the nonprofit's mission in empowering youths through healthy and sustainable living
- Implemented day-to-day marketing strategies such as daily emails, news updates, and website information

The Mustard Seed Project, UC Riverside

January 2017 – March 2019

Director of Public Relations/ Co-Founder

- Facilitated and organized weekly clothing drives, meal preparation, hygiene kits, and resources for unsheltered and low-income individuals of Riverside County
- Spearheaded social media accounts to promote testimonials, outreach projects, and objectives
- Collaborated with 10 board members in coordinating homeless outreach workshops to encourage member enrichment and comradery
- Engaged and informed student population through weekly tabling and flyers to advertise current events and Project information, resulting in exponential member growth
- Established and delegated student committee of 3 to maintain activities of growing organization
- Accumulated 150+ community service hours in homeless outreach, research, and education

OTHER EXPERIENCE

Classic Designs, San Francisco, CA

June 2015 – Present

Senior Sales Associate

- Develop sales strategies to satisfy customer needs and meet daily sales goals, earning highest sales for 2 consecutive years
- Systematically manage store inventory and process outgoing shipments to fulfill customer orders
- Perform administrative duties such as overseeing special projects and training new hires to ensure smooth daily business operations
- Organize and facilitate 12 annual offsite school sales at various locations across the Bay Area

Mixt, San Francisco, CA

June 2016 – September 2016

Cashier and Delivery

- Provided efficient customer service and maintained store cleanliness
- Transported food orders to customers and assisted in catering events
- Successfully processed customer transactions and regulated daily produce shipments
- Packaged daily food items and beverages while adhering to food safety guidelines

SKILLS & INTERESTS

Computer: Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Photoshop and Canva

Languages: Fluency in English and Chinese (Cantonese)

Interests: Traveler, Avid-reader, Outdoor recreation & fitness enthusiast

Ci En Khong Hinojosa
420 S Marguerita Ave, Alhambra CA, 91803
Phone: (626)543-3686 **Email:** avrylchan@gmail.com

OBJECTIVE

Seeking for **part-time/full time position in Research and Development/Quality Assurance** which would allow me to utilize my education in the field of food science and safety.

EDUCATION

California State Polytechnic University, Pomona, CA *Graduated in December/2019*
Bachelor of Science Degree in *Food Science and Technology*, Minor in *Culinology*

Taylor's College, Malaysia *January/2012 – December/2013*
Cambridge GCE Advanced Level

EXPERIENCE

Food Research & Development Internship

Custom Foods- Santa Fe Springs, California

September/2019 – October/2019

- Work within food development team to develop new products and processes, improve existing products and to effectively solve problems.
- Product Development support - ordering raw ingredients, conducting ingredient screens, completing all safety and storage documentation on ingredients, batching formulas and communicating formula observations to technical team, working in the lab and pilot plant.
- Coordinate with internal and external teams for testing microbiological and other product attributes.

Sales Associate & Cashier

April/2015 – July/2015

I DO JUICE – Arcadia, California

- Engaged customers to learn about their lifestyle and wellness goals; identified the right juice products to help them achieve those goals.
- Maintained products records and documentation.
- Built relationships with customers by following up on purchases, suggesting additional merchandise and inviting them to return.
- Developed and shared knowledge of the features and benefits of each of the products; share product with customers through active sampling.

Chinese Herbal Assistant

July/2013 – December/2013

Hai-O Company – Kuala Lumpur, Malaysia

- Computed sales prices, total purchases and processed payments.
- Described merchandise and explain operation of merchandise to customers.
- Recommended merchandise based on customer needs.
- Guided customers in choosing items that reflected personal lifestyle and shape.
- Replenished floor stock and processed shipments to ensure product availability for customers.

SKILLS

- Quick learner, problem-solving, analytical skills and highly detail-oriented.
- Team player, goal-oriented, and proactive in the workplace.
- Ability to keep accurate laboratory records.
- Experience using Microsoft Word, Excel, and PowerPoint in PC and Mac platforms.

- Laboratory Skills: hydrometer, viscometer, prepare media, pour plates, inoculation, microbial staining/plate counts, pH meter, dilute solutions, titrations, pipetting, sensory analysis. Gel electrophoresis.
- Multilingual. Fluent in English, Mandarin Chinese, Malay, and Cantonese.

AFFILIATIONS

Institute of Food Technologists – *Member*

Food Science Society Club – *Member*

HONOURS AND AWARDS

- **Evolution of Food Waste Product Development Competition**– Don B. Huntley College of Agriculture at Cal Poly Pomona Spring 2019
- **President's Honor List** – Don B. Huntley College of Agriculture at Cal Poly Pomona 2017-2018 Academic year
- **Dean's Honor List** – Don B. Huntley College of Agriculture at Cal Poly Pomona Fall 2017
- **Dean's Honor List** – East Los Angeles College Fall 2016

ACADEMIC COURSES

- | | |
|---|-------------|
| • Professional Healthy Cooking | Spring 2019 |
| • Food Product Development | Spring 2019 |
| • Principles of Hazard Analysis and Critical Control Point System (HACCP) | Spring 2019 |
| • Food Analysis | Spring 2019 |
| • Food and Culture | Spring 2018 |
| • Unit Operations in Food Processing | Fall 2018 |
| • Food Chemistry | Fall 2018 |
| • Sensory Evaluation of Foods | Spring/2018 |
| • Food Process Engineering | Spring/2018 |
| • Food Safety and Current Issues | Winter/2018 |
| • Food Laws and Regulations | Winter/2018 |
| • Food Microbiology | Fall/2017 |

Ariel Washington

669 N Los Robles Ave Pasadena, Ca 91101 | 323-519-6824 | arielmichele84@yahoo.com

Professional Summary

I am a self motivated people person, with an attention to detail and a great work ethic. I am eager to learn new things and confident that I can perform any task at hand. I am a team player who works well with others.

Education

HIGH SCHOOL DIPLOMA | JUN 2002 | JAMES MADISON HIGH SCHOOL- HOUSTON, TX

- Major: General Studies

Skills & Abilities

- Approachable
- Determined
- Reliable
- Flexible
- Energetic
- Punctual
- Confident

Relevant Experience

SERVER | TCL CHINESE THEATER | OCT 2013- MAY 2016

- Strategically made sure customers were seated quickly.
- Worked as part of a team to ensure customers' needs were met in a timely manner.
- Able to closeout checks in a fast paced environment.

WAITRESS | PAPPADEAUX | AUG 2005- MAY 2008

- Memorized daily specials
- Maintained tidiness by frequently checking for trash, spills, and other issues that need attention.
- Facilitate optimal customer service with friendly, personable attitude to all guests.

Other Experience

SALES ASSOCIATE | DESTINATION MATERNITY | FEB 2016- JUL 2016

- Utilized interpersonal skills to assess customers, needs and interest to provide product recommendations.
- Worked with coworkers to meet sales goals, including highest sales for the week.
- Handled store cash flow by completing customers sales and closing out registers.
- Consistently received positive customer service feedback.

Cory Yang

Address: 24134 Amberley Dr. Moreno Valley, CA 92553

Cell phone: (909) 510-7087

Email: Coryyang2003@gmail.com

OBJECTIVE

- Seeking a position as an active employee, involving responsibility, hands-on experiences and working with others as a team to achieve advancement and growth toward the company's goals.

WORK EXPERIENCE

Cabazon Outlets – Swarovski and Michael Kors

Sales Representative

Cabazon, CA
April 2018 - Present

- Sales retail products, goods and services to customers
- Cashier process payment
- Help to translate if complain, payment or manager need

Hotel Chino Hills

Hotel Maintenance and Customer Service Manager

Chino Hills, CA
Nov 2013 - Feb 2018

- Arrange tasks for front desk agents and housekeeping work load
- Ensuring and handle complaints and room cleaning list
- Manage maintenance projects and confirm repairing tasks
- Manage budgets / purchase equipments and supplies

Newegg Inc.

Administrative and Purchase Assistant

Whittier, CA
May 2009 - Nov 2013

- Coordinate or assist all company internal Helpdesk requests (by email)- Forward direct requests to appropriate department, facilitate team or report and assist department manager to complete the requests.
- Responsible in coordinating 3rd part vendors for project/service/monthly supplies.
- Provide travel arrangements to top managements, any employee or visitors, including shuttle services, ticketing, hotel booking, car rental and company apartments
- Organize, data entry expend for different internal use

Soleusair Inc.

Purchase Assistant

Walnut, CA
April 2007 - May 2009

- Work with purchase manager - analyzes and research market product's demand; also take care of general office duties.
- Monitor all vendors and all purchase orders.
- Quality control for import products (samples) and coordinate with logistic department to ship it to our sales department from China

SKILLS

- Languages: Fluent in English / Chinese - Mandarin / Chinese - Cantonese
- Computer Applications: Microsoft Word, Excel, Outlook, Access, PowerPoint, Word Processing, Adobe PhotoShop
- Knowledge of office environment, including use of office equipment and multi-line phone

EDUCATION

- High school Diploma
- Real Estate License
- Cerritos College - Major in Computer Information System, Electrical Engineering
- University of Nevada – Major in University Study
- Mt. San Antonio College – Major in Business Marketing
- Cal Poly Pomona – Major in Business Marketing

Allan Sheu

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

Executive Summary

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

Work Experience

Business Development & Partnerships

03/2018 – 05/2019

Uulala Inc.

Ontario, CA

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

Key Accounts Sales Manager

02/2017 – 02/2018

SF Express

Hawthorne, CA

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

Co-Managing Director

08/2010 – 01/2017

Denison Casing Corporation

Mexico City, Mexico

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

Sales Manager

01/2010 – 08/2010

Denison Casing Corporation

El Monte, CA

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

Management Trainee

06/2008 – 01/2010

Enterprise Rent-A-Car

City of Industry, CA

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

Skills

Languages

English, Mandarin Chinese,
Spanish

Computer Skills

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

Volunteering

Leadership Trainer

Lifeworks Transformational Training

01/2017 – present

Pomona, CA

Business Development Advisor

Asian Industry B2B

05/2019 – present

Claremont, CA

Education

Business Economics

University of California

2008

Riverside, CA

Ip Shun Lee (Tom)

Los Angeles CA • (213) 274-1910

tomlee91745@yahoo.com

SUMMARY

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

EDUCATION

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

High School Diploma

University of California, Riverside (2+ years)

September '12 - May '14

Business Administration, Economics

EXPERIENCE

Autolizer , Sales Representative

September 2012 - January 2018

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

KMC Fulfillment, Customer Service Representative

March 2012 - August 2012

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

SKILLS

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

WAREHOUSE MANAGER



Average salary
25/hour

Average experience
5 years

Michael Sean Law

9112 Huntington Drive · Apt B San Gabriel 91775 · Cell: 1-650-864-2700 · mikeslaw88@gmail.com

LinkedIn URL: <https://www.linkedin.com/in/michael-s-law/>

Highlights

- Highly motivated, versatile and analytical economics graduate with experience in accounting, sales, private equity and investment banking. Aspiring to immerse myself in a rigorous environment to optimize my accumulation of financial literacy and high income skills. Intend to attain and employ superior business acumen and accurate and precise qualitative and quantitative investment skills to gain unprecedented knowledge and returns on investment and to exceed expectations.

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- Certified Live Scan Fingerprint Specialist
- Certified Notary Public for the State of California
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- Completed SQL Course (Udemey)
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- Experience and creativity in B2C and B2B Sales and Marketing (Completed Joel Bauer's Certified Speaker/ Closer Practitioner)
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Foothill College	Los Altos, CA
Business Administration and Economics (GPA: 3.76) June 14, 2016	2014- 2016
University of Pennsylvania at Wharton (Emeritus Institute of Management)	Philadelphia, PA
Entrepreneurship Acceleration Online Certificate Program	Mar 2019- May 2019
Harvard Business School Online	Boston, MA
Business Analytics Online Course	Jan 2019-March 2019

Work History

Notary Public for The State of California	Sept 2018-Present
Royal Business Bank (Los Angeles, CA)-Portfolio Underwriter Intern	July 2018-Sept 2018
<ul style="list-style-type: none">Analyzed loan proposals to mitigate risk utilizing financial tools including Microsoft Excel and Sagemworks.Modified financial documents (TCD Loans and CCRs) to ensure financial figures are up to date.Performed client background checks via OFAC and Credit Report via Lexis Nexis, Experian and Dun and Bradstreet.Utilized Sagemworks to Perform data entry of CRE, C&I and public company's partnership loans to perform credit analysis.	
Greater Pacific Capital LLP (Mumbai, Maharashtra, India)-Summer Analyst Intern	July 2017-Sept 2017
<ul style="list-style-type: none">Acquired knowledge of Comp analysis of Indian and US companies and metrics in Private Equity (IRR, MOIC and DPI)Generated client leads in Europe by utilizing S&P Capital IQ, Preqin and Bloomberg to collect contact info at corporate level.Edited a portion of Greater Pacific Capital's monthly client articles (<i>Sign of the Times</i>) featuring India's investment opportunities.	
Valencia Advisors LLC (New York City, New York)-Summer Analyst Intern	May 2017-Sept 2017
<ul style="list-style-type: none">Utilized Salesforce to distribute investment fund information to potential clients in Europe, Asia and North America.Compiled and organized earnings and analysis reports of Indian private and public companies for potential clients.	
JW Research-MasterCard® Sales Associate (Vancouver BC, Canada)	Aug 2013 - Feb 2014
<ul style="list-style-type: none">First employee to translate pamphlets into Chinese and Hindi, exceeding average employee hourly quota.Manager proposed my work to convince senior management to adopt my pamphlet.	
Matrix Solutions-Warehouse Associate (Richmond, B.C)	Oct 2013-Feb 2014
<ul style="list-style-type: none">Exceeded average hourly order quotas utilizing Vocollect Talkman, Electric Pallet Jack, various Forklifts and RF Scanner.	

Extra-Curricular and Leadership Activities

Future Business Leaders of America - Phi Beta Lambda at the University of California San Diego	Sept 2017-June 2018
<ul style="list-style-type: none">Participated in various case study and volunteer events.	
Group leader during Dalai Lama's visit to UC San Diego (La Jolla, CA)	June 16, 2017
<ul style="list-style-type: none">Lead group of volunteers in order to usher audiences into seats, distributed pamphlets and assessed for security threats.	
International Volunteer Headquarters (IVHQ) Summer Volunteer 2015 (Nepal)	Aug 2015-Sept 2015
<ul style="list-style-type: none">Engaged in humanitarian work and taught in rural Nepali elementary school affected by 2015 Nepal Earthquake.	

Additional Information

- Languages spoken: English, Chinese (Basic Cantonese and Mandarin proficiency), Elementary Korean.

FAI (PETER) TAM

9178 East Fairview Avenue San Gabriel, CA 91775

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faiwtam@gmail.com

EXPERIENCE

G&H GROUPS/ANGEL PREMIUM

JUNE 2015-

CURRENT

WAREHOUSE SUPERVISOR

COMMERCE, CA

- Coordinate with the sales team to prepare customers orders for shipment in a timely manner
- Oversee warehouse daily operations which includes receiving merchandise, verifying packing list, storing and maintaining accurate inventory counts, and managing warehouse employees
- Create company and customers UPC's with On Display Apparel (TAPS) software
- Organize, pack and transport product display for trade shows to generate clientele

US LIGHTING TECH

JUNE

2010- FEB 2015

TEAM LEADERS/PROJECT DEVELOPMENT

IRVINE, CA

- Managed the overall production process, which included coordinating with vendors to ensure on time delivery schedules, hiring workforce, and training the production lines to ensure high quality delivery to our customers
- Served as Project Development Leader by liaising with the Sales team to ensure customer satisfaction by offering to retrofit their products with induction lighting, which save on overall costs
- Oversaw the execution of day to day operations in the production line and stepped in as Production Manager when needed

HANSON AGGREGATES

JUNE

2005- SEPT 2008

TECHNICAL SERVICES/QUALITY CONTROL

IRVINDALE, CA

- Oversaw daily operations which included running daily gradation on coarse and fine aggregates and conducting Cleanest Value (C.V) and Sand Equivalent (S.E) tests
- Conducted daily production checks for possible contamination
- Provided fast, friendly and reliable customers service
- Cross trained new Quality Control in case of emergency
- Ensured great customer service by conducting offsite visits to resolve any customer questions and concerns
- Certified ACI Concrete Field Testing Technician-Grade I (2008-2013)

LAIDLAW TRANSIT SERVICE

OCT 2003- Nov

2004

DRIVER

IRVINE, CA

- Safely transferred passengers with special needs to their appropriate destinations
- Maintained proper route destination in a timely manner

LIGHTS OF AMERICA

JULY 1994-

OCT 2003

ELECTRONIC TECHNICIAN

WALNUT, CA

- Repaired electronic lighting adapters down to the components level
- Tested and modified circuit boards
- Designed, built and repaired electrical testers
- Trained new technicians

MCDONALD'S RESTAURANT

JUNE 1990-

JAN 1995

SWING MANAGER

ROSEMEAD, CA

- Oversaw the execution of day to day operations, which included assigning employee's responsibilities, replenishing supplies during rush hour, managing employee breaks and lunches and maintaining high quality

- food products
- Served as a team player and ran both opening and closing shifts
- Trained new employees

EDUCATION

ITT TECHNICAL INSTITUTE, WEST COVINA, CA

BACHELOR OF APPLIED SCIENCE IN AUTO MANUFACTURING TECHNOLOGY, JUNE 1995

ASSOCIATE OF APPLIED SCIENCE IN ELECTRONIC TECHNOLOGY, JUNE 1994

SKILLS

SPEAK CHINESE (CANTONESE)

Kevin Yuan

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Rancho Cucamonga, CA 91701
(909)210-9799
Kevin.k.yuan@gmail.com

EXPERIENCE

Anytime Fitness, Rancho Cucamonga- Staff

May 2019-Present

- Cleaning and maintenance
- Selling Memberships
- Following up with online inquiries
- Callbacks and customer service
- Training clients

Future Homes, Rancho Cucamonga- Acquisitions

January 2019-May 2019

- Cold calling/ finding different ways to get new leads
- Following up with leads
- Closing deals/ negotiating price
- Running comps
- Secretarial work

Best Choice Products , Ontario- Warehouse Associate

September 2018- January 2019

- Recievements/ outbound shipments
- Inventory
- Cataloging
- Making sure we were on track to get every order for the day out

Cam Supply INC. , Mira Loma - Warehouse Associate

January 2018- July 2018

- Recievements/ shipping
- Contacting all freight services to get all orders out
- Picking orders/ packaging and processing orders
- Retail sales
- Inventory and restock

EDUCATION

Rancho Cucamonga High School, Rancho cucamonga — high school diploma

August 2013 - May 2017

SKILLS

Time Management
Cashiering
Customer Service
Food Handling/
Waiting
Microsoft Office
Proficiency
Professional over the
phone/in-person skills

AWARDS

Defensive Captain- football
1st team all state- football
Offensive player of the year-
football
Offensive player of the year-
water polo

LANGUAGES

English, Chinese

Asheesh Kumar Sharma

Cell: (714) 767-8850

Asheeshkrsharma@gmail.com

1201 Walnut Avenue, Apt 41

Multi-Lingual: English, Spanish, Hindi, Urdu

Tustin, CA 92780

WORK EXPERIENCE

TEAM MEMBER

October 2018 - Current

TARGET

13200 Jamboree Rd, Irvine, CA 92602

- In-Charge for stocking, organizing, and checking inventory levels of merchandizes in designated areas using Zebra Device on a daily basis.
- Responsible for scanning and zoning the product aisles, helping customers find their desired products, and answering the questions from customers promptly.
- In-charge of Backstocking the merchandize through the use of Zebra Device.

Contractual Section In-Charge/ Buyer

July 2018 - October

BODEGA R RANCH

1112 Walnut Ave, Tustin, CA 92780

- In-Charge of expanding product line of the store and responsible for introducing international products to the store resulting in more diverse customer traffic and increased sales.
- Responsible for selecting top international product vendors, Contacting and negotiating with them at economical and profitable prices.

Department In-Charge / Buyer

December 2013-June 2018

ANSAR GALLERY INTERNATIONAL MARKET

2505 El Camino Real, Tustin, CA 92782

Grocery Department Warehouse stocker and In-charge & Dairy Section Manager/Buyer

- Responsible for stocking and ordering stocks and products for several sections of the departmental store while keeping accurate records and accounts of the existing products.
- Responsible for moving, packing, and unpacking inventory in the warehouse as well as opening the pallets frequently in multi-temperature environments.
- In-charge of pricing and promotion of the products based on the seasonal demands of the variety of products resulting in more customers buying in bulk.
- Managed and monitored the inventory, pricing, and promotion of the dairy products depending on customer demand.

Confectionary Department In-Charge

- In-Charge of the placement of the products in the aisles depending on the incoming traffic in the store resulting in more sales in the confectionary section.
- Responsible for ordering confectionary products from the vendors by negotiating the cost to boost the profit margin on the products.

Product Buyer of South Asian and East Asian Products

- Looked over the inventory of all South Asian [Indian, Pakistan, Bangladesh] products and East Asian [Chinese, Korean, Japanese, Taiwanese] products to attract more Asian customers to the store and expanding the product line of the store.
- In-Charge of researching and selecting top products vendors and contacting them for deals and contract on behalf of the store resulting in efficient stocking of inventory at profitable prices for the store.

Customer Service/ Cashier

- Assisted customers and co-workers in finding the right products for their needs and wants while taking well care of the inquiries of the customers.
- Greeted customers, collected payments, accepted customer returns and closed the account at the end of the day by carefully counting the cash in the cash drawer.

ROSANNA WONG

Los Angeles, CA 90015 / (857)-272-7111 / rosanna.wcs@gmail.com / www.linkedin.com/in/rosanna0403

Summary:

I am a stage manager/event coordinator who has three years of professional experience working both domestically and internationally. My aim at the end of the day is to fully develop myself to an international high-level managerial/directing role for large-scale live productions. My experiences provide on-going advancements to my skills in managing large-groups, multi-tasking, troubleshooting, time sensitivity and management, working under a high-stressed environment, and leadership.

Education

University of California - San Diego, Theatre Major, BA degree	3.7 GPA	2017 – 2019
Dean College, Theatre Major, AA degree	3.9 GPA	2015 – 2017

Professional Experiences

Executives Assistant (Part-time)

- **Zennulla.Inc** **Aug 2019 – Present**
 - Organized talents' overseas development, marketing, and branding in liaised with oversea teams.

Event Coordinator / Assistant Director

Oct 2019 – Dec 2019

- **Macau SAR Government - Republic of China 70th Anniversary x Macao 20th Anniversary government celebration 2019** (co-hosted by Republic of China and Macau government) – CCTV Live.
- **Instituto Cultural de Macau - Macau International Parade – Opening & Closing Ceremony** – TDM Live.
- **Macao Government Tourism Office - Macao 2019 International Film Festival & Awards Ceremony.**
 - Liaised with directors from China, Macau, and Hong Kong to plan and execute creative ideas and technical procedures, as well as managing over 1000 attendees.
 - Aligned with departments on logistics planning, including scheduling, transportations, officials & creative meetings, food & beverage, maintaining goals & timelines, and crew training & management.
 - Coordinated the information negotiation & synchronization between the production department, government operation department, and over 70 local and international groups of talents.
 - Integrated the operational & facilities management around awards, publicity, rehearsals, backstage, scheduling, and transportation.

Stage Manager / Assistant Stage Manager

Aug 2018 – Oct 2019

- **Wynn Care Macao (by Wynn) - Wynn Care Responsible Gaming Script Contest Awards Ceremony & Drama Show 2019**, co-hosted by Macau Government – Social Welfare Bureau.
- **Scripps Ranch Theatre - 2018 Winter Season Musical, "She Loves Me."**
- **Full Circle Show Management – USD Campaign Celebration "Leading Change".**
 - Planned and directed the agenda & organization of the awards ceremony/live productions corresponded with corporate clients, government officials, and Public Relations.
 - Facilitated union/non-union crew and problem-solved immediate issues on behalf of the stage manager.

Production Manager / Production Assistant

Jul 2019 – Aug 2019

- **DBA, Zaoui & Co. - Documentary, "A Journey"** – Pre-Production.
 - Planned and assisted in maintenance of budget, payroll, contract, and location scout.
-

Relevant Experiences

Production Stage Manager / Assistant Stage Manager

Sept 2017 – Jun 2019

- **UCSD Theatre & Dance – Productions include, "Merry Christmas Eve...or Whatever," "Revolt. She Said. Revolt Again.," "Sere" – Wagner New Play Festival, "New Directions 2018," "Aliens," and "Sonnets for an Old Century".**
 - Led/Assisted the stage managers and fostered theatrical practitioners under the professional mentors from Broadway, live tour management, and live event.
-

Skills

- Multilingual (English, Chinese, Cantonese)
- Accounting & Bookkeeping (IAS) (Certified)
- Microsoft Office – Word, Excel, PPT (Certified)
- Google Suite
- Adobe Acrobat



ZHILI (Julie) YU

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L: Irvine, CA, 92618 | LinkedIn: <https://www.linkedin.com/in/julie-yu-06882a16b/>

PROFESSIONAL SUMMARY

Diligent Product Manager offering 8 years of technical/IT industry success, including product roadmap development, market research and data analysis. Highly skilled in identifying opportunities to maximize revenue. Driven and strategic with proven history of superior market penetration and product launch prowess.

SKILLS

- Product research and trend analysis
- Product marketing strategy
- Business analysis
- Data collection and analysis
- Business Development
- Product and service sales
- Technical Product R&D
- Product definition
- Wireframe/UX/UI Design
- Product development
- Project management
- Agile Development
- Bilingual English and Chinese

WORK HISTORY

PRODUCT MANAGER / PROJECT TEAM

01/2018 to 12/2019

Eistrotech LLC

- Customized IT solutions for e-commerce platforms/ERP/CRM including APP/Web/DataBase/Server
- Engaged in business and executed marketing research, defined product vision, strategy, and road map
- Translated features into PRD, high fidelity prototype with UX/UI design
- Managed projects in Agile environment with international development team based in the US and China
- Tracked the projects on day-to-day base to ensure on-time delivery

PRODUCT LINE MANAGER

05/2013 to 12/2017

Broadmesse International Co., Ltd

- Implemented complete IT solutions for the museum and tourism industry including Integrated e-commerce, ERP, CRM, CMS, OA and mobile applications with interactive content for multiple clients
- Collaborated with marketing team to deliver technical proposals and bidding files with competitive solutions ultimately contributing to \$3.7 million in revenue
- Executed software prototype design, MRD, PRD documentation and project management for further development
- Cooperated with developing teams to deliver high-quality products with high efficiency
- Researched cutting edge technologies such as AR/VR/AI/Big Data/IoT, to

create innovative applications to enrich the smart product line

PRODUCT MANAGER

04/2012 to 04/2013

Ctrip.com, NASDAQ: CTRP

- Designed luxury travel package products and cooperated with international agencies for execution
- Increased online sales with digital marketing and SEO strategy
- Assisted marketing, PR and customer service representative teams in achieving business objectives

LOGISTICS SPECIALIST

08/2009 to 04/2012

Macy's USA Team / AP. Moller-Maersk Group

- Provided routine logistics operations for Macy's with detailed and strict shipping specifications
- Promoted value-added logistic Service and solutions to fulfill clients' needs
- Shipment consolidations from all over China destined to multiple shipping ports for Macy's Christmas Sale Events in North America (USA, Canada)

EDUCATION

American English College - ESL Language Program Level 6

2019

Bachelor of Management | Tourism Management

2005-2009

Nanjing Forestry University

Advanced Certificate in Chinese/English Interpretation

2009

Shanghai Commerce Department

AWARDS

2011 Best Stuff Award in Maersk Group Shenzhen Branch

2017 National Tech Product Prize for Smart Hologram Interactive Device

EXPERIENCE

Associate Logistics Manager

Logistics Specialist
Logistics Coordinator

Dec 2018 – Present

May 2017 – Dec 2018

Mar 2016 – May 2017

HCT Packaging, Inc., Santa Monica, CA

- Lead a team of 6, Logistics Specialist/ Coordinators, to ensure workloads are distributed evenly and increased logistics team's KPI by 30%
- Develop SOPs to train new hires of logistics and project coordinators of supply chain procedures
- Manage launch order and reorder shipments (Air/Ocean/ Truck; FCL/ LCL) to streamline the process for new customers/accounts to ensure protocols are in place and in compliance for transportation with 3PLs and brokerage
- Identify and analyze any potential risks and develops effective risk mitigation plans to minimize/ eliminate the risk
- Implement lean procedures to streamline production and inventory management for continuous improvements
- Develop project Plan of Action and Milestones schedules based on customer's overall project timeline along with sales and production/project managers
- Collaborate with Purchasing manager to issue purchase and sales orders through ERP system on launch orders
- Investigate on pricing and inventory discrepancies with accounting and finance

Logistics and Purchasing Supervisor

Production and Purchasing Coordinator

Mar 2015 – Mar 2016

Aug 2013 – Mar 2015

Wintan, Inc., South El Monte, CA

- Create, maintain and manage purchase orders with domestic and oversea vendors
- Update and keep track of procurement records on items and/or services purchased - costings, delivery schedules, product quality and inventories
- Train new hires on company procedures and how to execute them effectively to ensure smooth operations
- Analyze monthly inventories to ensure accurate order quantities of trims for upcoming purchases
- Coordinate with accounting to ensure discrepancies with vendors' invoices are resolved
- Manage a team of logistics analysts who report inventory and track deviations
- Monitor and track the flow of international shipments, with custom brokers and 3rd party forwarders

Cindy Shen

San Gabriel, CA 91776
(626) 264 – 2211 | shencindyq@gmail.com

EDUCATION

University of California, Santa Barbara

June 2013





Bachelor of Arts

SKILL

- Certificates: DOT, IMDG & IATA Dangerous Goods; Accounting Assistant
- Application Competencies: Microsoft Office suite, SAP Business One, ERP System, EDI & TMS systems
- Inventory Management, Project Management, Budgeting, Freight Negotiation, Procurement, strong 3PL & warehouse knowledge, Customer Service Management
- Language: Proficient in speaking Cantonese and Mandarin Chinese

RONNEY LAU

CONTACT

-  (626)319-9845
-  ronney.lau@gmail.com
-  linkedin.com/in/ronneylau
-  Los Angeles, CA

EDUCATION

B.S. Business Administration -
Human Resource Management
University of California, Riverside
Riverside, CA
Sept. 2009 – June 2013

SKILLS

- Oracle Fusion Cloud
- SPS Commerce
- Edict System
- EDI
- Salesforce
- Microsoft Office
- Order Bot

LANGUAGES

- English (Native)
- Chinese – Cantonese (Proficient)

SUMMARY

Experienced Supply Chain Professional with 5+ years of experience in Order Management, Inventory Tracking, and Logistics Administration with a demonstrated history working in the consumer goods industry. Skilled in Oracle Fusion Cloud, Salesforce, EDI, and Microsoft Excel, with strong communication skills and attention to detail.

EXPERIENCE

Halo Top Creamery | El Segundo, CA

Order Management Specialist // September 2017 – Present

- Performed troubleshoot on all sales orders and assisted to identify and execute various enhancement to all management processes
- Worked directly with 3PL warehouse and manufacturing providers to ensure accuracy of lot-level inventory reporting
- Entered, processed, and finalized all US, UK, and EU customer orders, via EDI, web-based, or email into Oracle Fusion Cloud system
- Requested BOL and/or POD to rectify all order issues and resolved discrepancies
- Ensured accurate shipping dates of purchase orders by monitoring the sourcing exception reports, tracking via pulled Oracle Fusion Cloud reports, and by communication with the agents/vendor and sourcing
- Generated weekly reports and analyzed order data to ensure 100% of orders were processed
- Tracked and reported warehouse inventory levels to ensure orders are accurately fulfilled

Panda Restaurant Group | Rosemead, CA

Logistics Administrator; Contract // November 2016 – March 2017

- Coordinated inventory re-supply orders between restaurant locations, 3PL warehouses, and freight operators
- Assisted in planning and ensuring ten new stores per quarter received proper legal paperwork and receive all opening inventory in a timely matter
- Gathered, analyzed, and resolved store related issues relating to store, vendor, 3PL warehouse items or services to manage and implement appropriate changes
- Updated and provided detailed daily incident reports pertaining to 3PL distributor warehouses
- Created, updated, and managed company SCM database with regards to itemization

Renesola America | Torrance, CA

Order Management Specialist // July 2016 – October 2016

- Supported operations and sales team, including providing a bridge between operations and outside sales team
- Validated and processed purchase orders by region and release orders to the logistics team
- Created and sent invoices to customers as well as followed up with customers' accounts payable regarding past due notices
- Collected monthly sales pipelines from sales and consolidate the product demand to product procurement team

Inside Sales Representative // September 2015 – July 2016

- Researched, acquired, and created initial positive relationship with prospective customers
- Provided front end and back end support to customers and sales managers
- Processed and managed all personal and Outside Sales Managers Salesforce leads and contacts
- Participated on sales and update calls with current and prospective investment consultants, institutional clients and advisors

Kerry (SungChueh) Chiao
12304 Mint Ct. Rancho Cucamonga, CA 91739
TEL: 626-203 6693
EMAIL: kerrychiao@gmail.com

EXPERIENCE:

Procurement Manager

Apr. 2017~Present

Van Nuys, CA

The Piggy Story Inc. is a leading manufacturer of art supplies, toys, and gifts items such as jewelry in the US. Hired for procurement all products and managed 15 major vendors located in China and Taiwan. I have great experience in production procedures in plant. I also manage the overseas vendors' plants to improve products quality control and production schedules. I also arrange logistics LCL and FL shipment from overseas to the warehouse and direct shipment to major stores, such as Target national store locations.

- Create a questionnaire and appraisal form for each vendor's qualification of production, quality control, and price target match to filter the qualify vendors. This form filters vendors' quality at least 99%. We have reduced the defect product rate from 5% to 2%. And improve production schedule on-time achievement of 99%.
- Sourced new vendors for different products for spring and fall seasons new products showcase. Manage day-to-day with vendors for samples of new products to ensure the quality meet our requirements and negotiated prices with vendors to meets our target price.
- Monitored and maintained inventory rotation quarterly. Provide off-seasons products list to the sales and accounting dept. and assist the sales dept. to run seasonal sales to improve inventory turn ratio.

Supply Chain Manager

Oct. 2010~Apr. 2017

Pomona, CA

Atrump Machinery Inc. is a CNC machinery equipment importer. I was promoted from purchasing specialist to supply chain manager to oversee

purchase dept., warehouse inventory management and sales dept. customer service. Manage the machinery 1.5 million annual budgets for different machines and parts purchasing with a sales forecast. I worked closely with design engineers for 15 new machines development projects, 6 models of machines become our top sales, 2 of them are patent products. Built the international sales which increase 1.2M sales annual by created a new logistics solution from Taiwan vendors' direct to international customers which saved 20% of the cost.

- Improved vendors partner relations through the day to day communication, plants visit, in-house meeting, phone calls and emails, including freight forwarders, transportation companies, local and international vendors.
- Create machines specifications datasheet, schematic drawing files, and reviewed machines testing reports provided by vendors. Review the datasheet and purchase order specifications for accuracy in order to reduce the purchasing error. Resolved purchasing problems and technical issues between engineers' dept. and vendors to lower the machines' warranty claim to 15 claims a year.
- Negotiated with vendors to secure machines at an agreeable price and in a timely manner due to machinery long transaction period.
- Assisted our distributors with inquiries, issues, update delivery, **tracking sales orders.**
- **In addition to the duties listed above, I was also responsible for trade show events, such as IMTS, SEMA, WESTECH and EASTECH.**

Logistics Manager

Sep. 2008~Oct. 2009

Buena Vista, VA

Bontex Inc. was leading sales of the paper shoe insole manufacture in Buena Vista, VA. provided the products to famous brand name customers, such as Nike, Adidas, New Balance and etc.

Directed seven team members to arrange domestic and international freight services to customers' manufacturing facilities in the US and Asia. Negotiated with key freight forwarders and shipping companies for all of the terms and price rates, cut down 5% of the shipping rate.

- Assured production schedules for both plants in the US and China to arrange faster and accurate supply shipments to

match customers' delivery targets.

- Responsible for inventory control. Provide the list of obsolete items for the sales dept. every semi year.
- Monitored all transportation operations to ensure transportation services met contract obligations as well as local and national government regulatory requirements.
- Oversaw dispatching, routing, tracking, and shipping activities and accurate delivery of transportation equipment. Updated shipment status to customers.
- Managed trailers maintenance and driver daily schedule.

Purchasing Specialist

May 2006~Sep. 2008

Pomona, CA

Atrump Machinery Inc. imported machine tool equipment is from Taiwan and China OEM manufacturers. I managed the procurement of all machine lines. Conducted logistics role to manage the process of collecting due dates and promise date for orders from vendors which improved delivery accuracy by 10%.

- Built and established strong vendor relationships, integral to promoting high quality and accuracy.
- Verified machine specifications with the in-house technician and accurately built machine specifications datasheet for all purchase orders to ensure vendors provide accurate and correct specifications improving vendors' quality control 90% more.
- Coordinated with vendors to track order's delivery performance file claim for any of defects and RMA.
- Prepared proper documentation for overseas shipments. Overseeing shipping, tracking and receiving. And support sales managers and dealers with quotes and machine availability and price.
- Managed key relationships with freight forwarders, customs brokerage, shipping companies and negotiate the shipping cost.
- Negotiated the term and price of bulk orders or there is any change affecting raw material, price trends or exchange rate with vendors lowering cost by 3~5%.

- Work closely with the warehouse to ensure the inventory stocking level is sufficient for current sales order.
- Sourced new vendors for new machine inquiry and analyzed price quote, specification sheet and term

Sales Manager

Mar. 2000~Nov. 2005

Guangzhou, China

PlaySafe Enterprise Inc. was a professional leading sporting goods OEM manufacturer. I have the acknowledgment of the production process because I worked closely with the plant. This built my production background strongly to created "Products ShowCase" project to present new designs, new functions, innovation ideas which gain 45% more item lines. In addition to lead sales team achieved 25% annual sales, including direct sales to Wal-Mart and Target stores. Maintained strong relationships with customers through visiting, attend trade shows, resulting in acquiring repeating orders for the company.

- Interacted with customers on a daily basis by email, phone, and site visits.
- Analyzed cost to prepare sales quotations to customers and processed production schedules after received sales orders. Acknowledged product samples for production dept. to process mass production.
- Built sample products library. This storage all of the developed and production sample and customer confirmation samples. Each sample attached with a datasheet of the product specification.
- Collaborated with the logistics department in overseeing orders shipped as customers' routing requirements.
- Sourced new raw materials, i.e. PVC, PU, Cloth, rubber and wood from major vendors and developed relationships with alternate vendors.
- Assisted purchase dept. to negotiate terms and price with vendors to ensure material cost control so that sales price could be competitive
- Handle all local and international trade shows.

EDUCATION:

- IALC Language International-New Zealand
- Bachelor's degrees of International Business and Trade
I-Shou University (Taiwan, R.O.C)

SKILL HIGHLIGHTS:

- Microsoft Office: Power Point, Word & Excel Certificated
- Typing 40~50 words
- Accounting Software: QuickBook Inventory (for 10 years)
- IBM ERP System (for 2 years)
- Bilingual English and Chinese (Mandarin)

EVELYN JUREIDINI LIM

Address: 3385 E Pine Ridge Loop
Ontario, Ca 91761
Tel# 909-450-7496 (cell)
Email: evelyn.lim27@gmail.com

Education: Bachelor of Science-BA Business Management Major (1975-1979)
Ateneo de Manila University (Loyola –USA counterpart)
Master of Business Administration (1979-1981) Ateneo Business School
(Accredited under Loyola Marymount)

Employment Experience Princess Cruises – Retail Shops on Board

Present: Buyer, Liquor & Tobacco and Crew Shop

Responsible for \$4.7M in Liquor & Tobacco
Trending at +4% above Plan as of YTD Aug
Responsible for \$2.8M in Crew Shop
Trending at +34.2% to LY but -4.4% to Plan
Service oriented shops for all ship's company as crew welfare is our mission
Responsible for all marketing, promotions, events & animation for liquor on entire fleet

June 2016 to present: Buyer, Liquor & Tobacco

Additional responsibility added mid-June 2016- managing crew shops on board the fleet
Service oriented shops for all ship's company with retail sales of \$4.0M

Responsible for plan sales of \$6.0145.0M in 2018 for Liquor & Tobacco
Responsible for plan sales of \$4.0M in 2018 for Crew Shops (confectionary & sundries)

June 2014 to present: Buyer, Liquor & Tobacco

1. Responsible for plan sales of \$ 8,250.0M in 2017
2. Responsible for actual sales of \$ 6,150.M in 2016
3. Responsible for actual sales of \$5,983.0M in 2015
4. Responsible for actual sales of \$5,481.3M in 2014
 - Resulted in 34%+ to LY , beating plan by +8% in gross sales
 - Resulted in +28% PCD to LY, beating planned net PCD by +\$0.02
5. Realignment of department by setting up assortments, passenger forms, tastings, events, HPP promotions, onboard special events, specialty and novelty sku's, power hour promotions, training and trade specific merchandise.
6. Development of the Asian market preferences in this category
 - Initiated "trade" specific tobacco in China
 - Added "gifting" sku's to cater specifically to Japanese and Chinese markets
7. Explore markets in different ports such as the Caribbean and Alaska to ensure competition is matched to capture bottle sales
8. Negotiate with suppliers branded wall bays and floor fixtures for visual presentations with a 2015 plan of achieving a +5% increase to the brand
9. Initiated the "spiff" program for the staff in this commodity department
10. Develop and drive initiatives for passenger and crew tobacco purchases by +25% to LY
 - Resulted in a +13% to plan sales in tobacco category

June 2007 to June 2014: Senior Buyer, Fragrance & Cosmetics

1. Responsible for \$16.0 Million 2012 planned sales & \$ 12.0 Million actual Last Year
2. Responsible for \$18.0 Million mid-2014 for Beauty Business
3. Introduction of La Prairie and Michael Kors brands

February 2005 to June 2007: Buyer, Fragrance & Cosmetics

4. Responsible for \$13 Million 2007 planned sales & planned \$16Million for 2008
5. Managing Open to Buy on a monthly basis, quarterly reporting to Divisional Manager and future planning by mid July
6. In charge of managing Assistant Buyer and Merchandise Assistant for reorders, tracking movement of cargo, inquiries from the vessels, etc.
7. Plans special events and branded makeovers on board the ships that generate an incremental of 5x lift to normal sales and trends at 2x the entire department
8. Plans, buys and execute High and Secondary Profile fragrance promotions
9. Negotiates with all Duty Free market suppliers on brands such as Chanel, Lancôme, Ralph Lauren, Armani, Bvlgari, Calvin Klein, Vera Wang, etc...
10. Responsible for staff incentives and Beauty Advisor responsibilities
11. Opened all "beauty Brands" in this department and grew it month over month over month
12. Beating Holland America's PCD-per body dollar by double digit growth exceeding any other concessionaire businesses on board luxury passenger cruise ships

June 2004 to February 2005: Buyer, Liquor&Tobacco, Drugs&Sundries and Confectionary

June 2003 to May 2004: Buyer, Fashion Jewelry

1. Responsible for planned retail sales of \$11,000,000.00 with an IMU of 72%
2. Management of \$ 8,000,000.00 inventory levels
3. Introduction of new sterling silver promotional and in-store programs planned to generate \$700,000.00 incremental sales
4. Maintain current brand statements – Majorica Pearls, Swarovski Crystal Jewelry, Russian Connection (amber & enamel eggs), Cassiar Jade, Ayala Bar creations and Inch of Gold. All suppliers combine a 60% mix to this department
5. Placement of Merchandisers on board for targeted sales and training
6. Sourcing and developing "itinerary" specific merchandise
7. Initiation and development of "Kids" Fashion Jewelry Fair

May 1999 to May 2002: Buyer, Fragrance & Cosmetics, Drugs & Sundries and Food

1. Responsible for planned sales of \$6,000,000.00 with an IMU of 52%
2. Initiated in store High and Secondary Profile Promotions
3. Schedule strict training calendars for suppliers focused on branded cosmetic lines like Lancôme, Lauder and Clinique
4. Strict reinforcement of marketing the brands with suppliers support in collateral and signage

1996 to April 1999: Assistant Buyer, Fashion Apparel/Accessories, Fragrance/Cosmetics & Fashion Jewelry

July 1993 to 1996: Customer Service Representative, Logistics Coordinator

March 1990 to 1993: Assistant to the Merchandise Manager /Buyer Fine Jewelry

October 1988 to 1990: Accounts Payable Coordinator for Princess Boutiques



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