

REF 12409

Female, Taiwanese, in TAIWAN



OBJECTIVES

Contribute to a quality-focused company, my project management experience, language skills and understanding of working between Western and Far Eastern culture and business.

SUMMARY OF QUALIFICATIONS

10 years' experience in Project Management, Food and Beverage, Hotel and Tourism with effective command in:

- Project coordination and management
- Client sales and liaison
- Project filtering (commercial feasibility)
- Supplier selection and liaison
- Design and development support
- Cost management
- Tooling and manufacturing supervision
- Quality Control

PROFESSIONAL EXPERIENCE

Account and Project Manager

TST INFORTECH CO. LTD., Chung Ho, Taiwan
CD and DVD replication and packaging provider

2006 – To date

- Overseas client contact and sales.
- Reviewed client data and coordinated production.
- Coordinated internal and external resources for disk replication, packaging and distribution.
- Initiated and managed warehouse and office showroom products classification plus storage.
- Optimized company records system and guidelines.
- Participated in new system settlement for purchase procedure optimization.

Account and Project Manager

TITOMA LIMITED, Taipei, Taiwan
Design to manufacturing supplier

2004 – 2006

- Client contact and sales, project filtering, preparing proposals and quotations.
- Supported product design and development (e.g. gather manufacturing costs).
- Sourced and managed tooling and manufacturing suppliers in Greater China.
- Managed Taiwan precision metal and plastic parts production.
- Built up project specific technical vocabulary for effective client and supplier communication.
- Optimized company records system and prepared project management guidelines.
- Coordinated internal and external resources from design to manufactured product distribution.

Commercial Assistant

GIO WIND INDUSTRIES - SERAM ASIA CORP., Taipei, Taiwan
Asia Pacific office of Seram France / textile ornaments

2001 – 2004

- In charge of communication with all representative agents over the Asian pacific region.
- In charge of communication with Seram France head office.
- In charge of material purchase follow up and logistics.
- In charge of daily follow up of ongoing production with China factory.
- Managed color dyeing, color matching and quality control process.
- Initiated and managed sample classification and storage.

- Design and creation of lower cost Taiwanese collection of over 100 ornaments.
- Assisted to expand sales to major accounts.
- * *Customer accounts included: Sara Lee, Triumph, Wacoal, Kanebo, H&M, Debenhams.*

Sales Representative and Reservation clerk

DAVID'S TICKETING LIMITED, Taipei, Taiwan

1998 – 2001

Travel agency, booking and ticketing office for international flights

- Command of airlines operation and centralized reservation systems.
- Arranged business travel accounts requiring quick and efficient work on short notice.
- Advised on customs regulations, required documents (passports, visas, and vaccination certificates).
- Planned extended vacations, to ensure reliability and help customers to save time or cost.
- Continually updated ticket price references from published and computer-based sources, plus gathered information on departure and arrival times and hotel ratings.
- Assisted clients with processing foreign visa application.

Reception Hostess and Waitress

BEL-AIR RESTAURANT at the GRAND HYATT, Taipei, Taiwan

1997 – 1998

International 5 star hotel

- Managed customer bookings and schedules for optimal seating per table.
- Received customers, took and processed orders plus payments.
- Maintained stock inventory of standard ingredients and utensils for dining room.
- Managed schedules plus assisted preparation for regular maintenance, including compliance with safety and sanitation regulations.
- Coordination with other staff to prevent order backups in the kitchen and accommodate special customer requirements, such as large groups, special dietary needs, or disability.
- Preparation of weekly meeting and seminars for standards training.
- Assisted chefs to draft bi-lingual menus plus manage the design, formatting and printing.
- * *Offered overseas training for assistant manager position.*

Part time French tutor (one on one)

Part time French / English to Chinese Translation and Interpretation

FREELANCE WORK, Taipei City and Taipei County, Taiwan

1996 – 2002

EDUCATION

Senior high school level – Lycée Guillaume Apollinaire, Thiais, France 1993 – 1996

Major: Service Sector Technology and Science / Commercial Action and Communication.

PERSONAL

Nationality: Taiwanese.

Languages: Fluent French and English, Chinese (Mandarin), basic level of German and Spanish.