

TUNG Chee Chien

Overseas Business Executive

PROFILE

A confident Overseas Business Executive who is attentive to clients' requirements, endeavors to meet clients' every need, able to formulate and execute sales strategies and leads team in reaching targeted goals.

Possessing extensive laboratory experience, immense knowledge in biology and chemistry, ability to analyze data, ability to speak and give presentations in public and a keen eye for detail, Chee Chien is seeking a new opportunity as a Clinical Data Analyst.

PROFESIONAL EXPERIENCE

Overseas Business Executive
ABC Limited

January 20XX - Present

Responsibilities and Key Competencies

- Liaises with international R/C car suppliers, retailers and racers to understand their needs and supplies them with the R/C car components and peripherals required.
- Supervises a team of 4 in liaising with international suppliers, retailers and racers.
- Ensures that there is adequate stock when clients place bulk orders and arranges for more stocks to be manufactured to ensure that clients receive their orders timely.
- Able to handle negotiations with clients if more time is needed for orders to be fulfilled.
- Corresponds (in English) with international R/C car racers seeking collaborations and sponsorships.
- Utilizes various social media platforms and relevant tools to reach out to potential clients about company's new products.
- Identifies potential R/C racers and liaises with them to ensure that company receives maximum exposure from sponsoring them.
- Possesses trouble-shooting skills and ability to handle clients no matter what their requests are (customized orders, asking for discounts, reduction in custom taxes, etc)
- Regularly reflects on and examines work processes.
- Able to arrange shipping of company's products and familiar with the required shipping and custom documentations.
- Creates positive work environment by encouraging peer communication.

Chinese Language Teacher while on Sabbatical in Spain

September 20XX - January 20XX

Responsibilities and Key Competencies

- Utilized the most effective teaching and learning methods to teach Chinese.
- Worked in partnership with other stakeholders to monitor and ensure learning.
- Achieved working proficiency in Spanish (DELE certified).

CONTACT DETAILS

HP: XXXXXXXXXXXX
T: (XX) XXXXXXXX
E: name@gmail.com

DATE OF BIRTH

Xth July 19XX

AREAS OF EXPERTISE

- Administration
- Lab Research
- Science (Biology, Chemistry)
- Mathematics
- Sales and Marketing
- IT skills (Windows, Microsoft Office, Adobe Photoshop, CorelDraw, Illustrator, PhotoImpact)

TECHNICAL SKILLS

- AUTOCAD
- Milling Machine
- Lathe Machine
- CNC Machine
- Chemical testing instruments
- Lab procedures and setup
- Driver's License

PERSONAL SKILLS

- Active listening
- Attention to detail
- Communication skills
- Leadership
- Organized
- Problem sensitivity
- Passion for learning
- High adaptability
- Handles stress well
- Systematic

Mechanical Engineer

XXX 機械鐵工廠

September 20XX - September 20XX**Responsibilities and Key Competencies**

- Created 2D and 3D computer drawings of mechanical tools and machinery.
- Able to work independently and also able to collaborate with team members to produce mechanical tools and machinery after completing the computer drawings.
- Liaised with clients to understand their needs better and offer suggestions for improvements when orders are received.
- Operated milling machines, lathe and CNC machines.

Intern**XXX Automobile Corporation****January 20XX - July 20XX****Responsibilities and Key Competencies**

- Provided sales and administrative support.

Intern**XXX Petrochemical Plant****July 20XX - January 20XX****Responsibilities and Key Competencies**

- Provided administrative and business support.

ACADEMIC QUALIFICATIONS

Bachelor of Science (Animal Science and Technology)

ABC University, Taipei**June 20XX – June 20XX**

Activities:

- Served as Research Assistant from 20XX to 20XX and participated in animal experiments and testing, cell and molecular biology experiments.
- Performed surgery on lab mice and rats, monitored biological changes when adrenal masses were removed and carried out extraction and cultivation of embryonic cells on lab mice and rats.
- Carried out DNA extraction, purification, electrophoresis, amplified DNA and RNA through PCR and studied protein-DNA interaction.
- Internship at Livestock Research Institute (XXXXX, Taiwan): collected blood, cell and semen samples from large mammals and carried out tests and studies such as blood fractionation, cell cultivation and sperm motility.
- Community Service (taught disadvantaged children English, Mathematics and Science)

Associate of Science (Industrial Design)

ABC University of Technology, Taipei**July 20XX – July 20XX**

Activities:

- Internship at ABC Automobile Corporation.
- Internship at ABC Petrochemical Plant in XXXXX, XXXXX District.
- Served as Vice-President of the School of Industrial Design's Student Association.

LANGUAGE PROFICIENCY

- **Chinese:** Native proficiency
- **English:** Full professional proficiency (TOEIC: 780)
- **Spanish:** Professional working proficiency (DELE)
- **Hokkien:** Professional working proficiency
- **Hakka:** Professional working proficiency

AVAILABILITY – A month's notice