

Lynn Hsieh

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Brussels, Belgium
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- Solid experience in logistics and textile/garment operations
- Strong communication skills
- Open mindset and team player
- Multitasker
- Pragmatic problem solver
- Promoted at EVEREST after 6 months

WORK EXPERIENCES-----

Sales Account Manager

Everest Textile Co., Ltd.

Taipei, Taiwan

August 2018 - January 2020

- Interface between Customers and R&D during new function fabric development projects, making sure specifications and schedules are met
- Fabric production process follow-up (SY/ SMS, Lab dip, bulk)
- Communication with internal factories to confirm orders' quantity and lead-times
- Export process shipment operations
- Collect payments from Customers
- Handle Customer complaints
- SAP/ ERP system operations
- Build sales reports
- Reached sales target of 300k€ per month
- Visited Customers and internal factories

Logistics Manager

Winspring Chemical Co., Ltd.

Taipei, Taiwan

June 2017 - June 2018

- Import/Export operations
- Purchasing administration
- Product sourcing, Supplier visit and qualification

Student Manager and Marketing Officer

A&J e-EduDC English Academy

Baguio, Philippines

June 2015 - May 2017

- Responsible for Taiwan marketing: promotions, events, presentations, documentations
- Handle commercial relationship with agents
- Played educator role: students support and guidance, oversee all language exams
- Wrote and updated academy blogs
- Translated documents (English to Mandarin Chinese)

Management Assistant

PO_I Clothes Retail Business

Taipei, Taiwan

September 2012 - May 2015

- Managed staff schedule
- Arranged manager's schedule and press conferences
- Marketing analysis: review sales figures, identify trends and take targeted actions to increase business (eg. seasonal promotions) and prevent supply shortages
- Accounting support: payroll, tax filing, account payable, P&L review
- Handled Customer complaints

EDUCATION-----

Tamkang University

Bachelor of Business Administration in International Business

Taipei, Taiwan

June 2012

LANGUAGES-----

- Mandarin Chinese - Native Speaker
- English - Fluent
- French - learning

REFERENCES-----

Name: Yoon, Hong Seok

Company: A&J e-EduDC English Academy

Position: President

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