



# Shu Sheng Huang

Logistics Coordinator

## Personal Info

Antwerp, Belgium

+32 497 67 32 50

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Date of birth

1996/06/19

## Skills

Logistical Planning

Incoterms

Inventory Management

Problem Solving

Communication Skills

Supply Chain

Cost Analysis

Teamwork

## Summary

Detail-oriented logistics specialist with over five years of experience in supply chain management, procurement, production scheduling, and international shipping coordination. Proven expertise in managing complex logistics operations and fostering strong client relationships. Excellent problem-solving abilities and adaptability.

## Work Experience

### Sales Assistant, FLUX CO., LTD., Taipei

June 2022 - May 2024

- Development management: quotation, sample delivery
- Planning and organizing production schedules: managing activities throughout the order fulfillment to make sure established deadlines are met, proofread packaging
- Logistics management: arranging transportation of shipment, shipping documents, cargo tracking

### Logistics Coordinator, SHIENQ HUONG ENTERPRISE CO., LTD., Nantou

March 2021 - March 2022

- Development management: receive artwork from clients and translate to our factory, quotation, sample delivery
- Planning and organizing production schedules: managing activities throughout the order fulfillment to make sure established deadlines are met, proofreading packaging, taking pictures of products and editing images with Photoshop
- Quality management: inspection report
- Logistics management: arranging transportation of shipment, shipping documents, cargo tracking

### Logistics Coordinator, PLATFORM ENTERPRISE CO., LTD., Taichung

January 2019 - February 2021

- Sourcing management: discovering and partnering with trustworthy vendors and suppliers
- Clients' & Suppliers management: receive purchase order and arrange with suppliers, search for new products to meet clients' requirements, sample delivery
- Planning and organizing production schedule: managing activities throughout the order fulfillment to make sure established deadlines are met
- Quality management: product inspection, inspection report, operating measuring machine (Projection comparator, Vernier caliper)

- Logistics management: ocean/air freight quotation, arranging transportation of shipment, cargo tracking, continually reviews freight costs and transportation rates to keep costs down where possible, schedule staff, orchestrate deliveries to meet customer demand with little to no delay, shipping documents, manage inventory

**Lead Waitress, HI-LAI Food, Taipei**

July 2017 - January 2018

- Prepare restaurant tables with special attention to sanitation and order — Attend to customers upon entrance
- Take and serve orders
- Answer questions or make recommendations for complementary products
- Collaborate with other restaurant servers and kitchen/bar staff
- Deal with complaints or problems with a positive attitude

## Education

**Bachelor, National Pingtung University of Science and Technology**

September 2014 - June 2018