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**Summary**

I have over 14 years of work experience, with 4 years of management experience, 5 years of purchasing experience and 7 years of customer service experience, also including low-level positions.

Most of my experience is concentrated in Information Technology / Programming, with exposure to Administrative or Clerical / Admin.

**Self Introduction:**

I'm a quick learner, good team player whom also can work alone. I used to work in a high pressure environment and simultaneous multitasking job.

Enjoy all kinds of challenges, love to solve any problems. For me, learning never ends.

I want to succeed in stimulating and challenging environment, building the success of the company while I experience advance opportunities.

**Personal Data:**

Date of Birth: July 13, 1980

Civil Status: Single

Gender: Female

Language: Chinese (Mandarin), English

**Education:**

**Hsing Wu College. (September, 2007- July, 2009)**

(Now Hsing Wu University)

Taipei County

**Bachelor degree of Business Administration**

**Overseas Chinese Institute of Technology (September, 1999 – July, 2001)**

(Now Overseas Chinese University)

Taichung City

**Diploma of Information Management**

**Working Experience:**

**Digipos Store Solutions Corporation. (October, 2013 - December, 2015)**

**(Omnico Group Taiwan Branch)**

**Data Analyst / Purchase Assistant**

* Successfully built up Sales/Purchase Waterfall report, it helps higher level managers to have a comprehensive understanding of profit and cost, also can analyze all the results from each branch.
* Data management of Microsoft Dynamics NAV system and SAP system.
* Based on the exchange rate form released by Headquarter, create Exchange rate software tool, it helps all the employees don't have to search the exchange rate they need, increase work efficiency.
* Purchase order control.
* Several times pull in supplier's production schedule to meet our target successfully by negotiating with suppliers' project manager.
* Arrange shipping schedule to ensure the shipment arrival date can meet customers’ request.
* Analysis of raw materials supply and demand, suggest to do the risk buy of the raw materials we needed most, successfully avoid raw material shortage issues.
* Internal database management.
* Manual writing of Microsoft Dynamics NAV system and SAP system, it guides new staffs quickly learn how to operate the systems, and understand our work flow.
* Collecting all the unpaid invoices from suppliers, built up a finance tracking form to ensure all suppliers' payment are paid on time.
* Create internal CRM system to help our salesman can easily build a better relationship with our customers, increase more selling opportunities to bring more profit for our company.

**SoftBI Corporation. (October, 2012- September, 2013)**

**Systems Analyst**

* Participate below project:
  + Cathay United Bank Business Intelligence System Development Project.
* User requirements gathering.
* System prototype design and presentation, to ensure the data modules, data process procedure, user interface and reports’ format can meet our customer's needs.
* Software Requirements Specification documents (SRS) writing.
* Data tables, data modules and data process procedure design.
* Liaising with other team members to ensure the schedule won't delay.
* When programmers or database administrators have any issue during coding phase, give them the best solution of the problems, to ensure project went smoothly.
* Assisting implementing new system.
* Manual writing.
* Documents version control.
* Successfully get Zero Errors occurred in formally launched phase.

**Tatung Corporation. ( March, 2011 – September, 2012)**

**Onsite Programmer / Customer Support Agent**

* Participate below project:
  + Research, Development and Evaluation Commission of Taiwan Government, Technical Staff Outsourcing Project.
* In charge of below systems:
  + Personnel Attendance System.
  + Research, Development and Evaluation Commission of Taiwan Government official website.
  + Research, Development and Evaluation Commission of Taiwan Government official Newsletter system.
* Database management.
* Help Desk support.
* Arrange schedule to send official newsletter per month.
* Provide personnel attendance data as per request.
* Negotiate with system supplier, even though the request is beyond the scope of their contract with government, in the end, successfully upgrade official website without any cost.
* Get ISO 27001 certificate smoothly for the Information Technical department.
* Successfully lead the Information Technical department and system suppliers to do disaster recovery exercises.
* Submit all government's requirements, negotiating with suppliers' project team and supervising them to ensure they reach the target.
* Assisting photo shooting and video filming during government official meeting.
* Photos adjustment, videos and audios edit.
* Official articles, photos, videos and audios publish.
* Software studying and testing as per request to fulfill government’s need.

**Skills:**

**Programming Languages:**

* Visual Basic 6, Visual Basic .NET, HTML, ASP, PL/SQL, T-SQL (Store Procedure)

**Database and Tools:**

* MS SQL Server, Oracle, Access, Erwin, Toad

**Reports:**

* Crystal Report, MS SQL Server Reporting Services

**Version Control Tools:**

* Visual SourceSafe, SVN

**ERP Systems:**

* Microsoft Dynamics NAV, SAP

**Others:**

* Microsoft Office (Word, Excel, Outlook, PowerPoint, Visio), Dreamweaver, FrontPage, Wordpress, Sony Vegas, Adobe Photoshop, Adobe Illustrator, PhotoImpact