**Fang Luo**

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**1．Personal information**

**Name:** Fang Luo

**Gender:** Female

**Birth date:** 1980.10.6

**Tel:** 13840994792

**Email:** jenny\_prosperity@163.com

**Skype:** sunnylittledeer

**Fields:** Economics, Finance, Engineering, IT, Legal/Law, Automotive, Marketing

**Weekly availability:** 8:30am~5:00pm, Monday~Friday

**Daily output:** 5000 English words **Rate:** 300RMB/1000 English words

**2．Personal ability**

**English:** TEM 8, fluent spoken English and excellent writing

**Computer:** Band 2，skillfully use of PC software, such as Word, Excel, Powerpoint, Outlook

**3．Education**

2004.9~ 2007.3 Master, International Trade, Dongbei University OF Finance&Economics

Main classes: Macroeconomics, Microeconomics, International Trade Practice, International Finance, Business Communication, Advanced English, Theory and Policy Of International Trade, Business Writing, Management, Interpreting, etc.

2000.9~ 2004.7 Bachelor, Business English, Liaoning Science&Technology University

Main classes: College English Intensive Reading, College English Extensive Reading, The Anthology of American Literature, The Anthology of English Literature, American and English Culture, Marketing, High Mathematics,

**4．Work experience**

2011.5-now Dalian Pengli Group Co., Ltd.  Purchasing Manager Electrical Equipments/Building Materials/Construction Engineering

Business scope: Emergency Power Supply (EPS), Electric Control Equipment of Fire Protection, High and Low Voltage Switch Gear. Our products are mainly used in subway, petrifaction, hospital and various kinds of buildings. We also produce insulation materials of buildings and undertake construction and fire protection engineering projects.

1. Procurement of raw materials

（1）Procurement of electric devices, production and construction materials, business negotiation and contract signing;

（2）Timely get to know the popular price and leading time of all kinds of devices and raw materials; 2. Supply chain management

（1）Evaluation of supplier qualification, development of potential suppliers, and extension of purchasing channels;

（2）Optimize procurement process, manage documentation system, set up and maintain purchasing database;

3. Bidding management

（1）Participate in the bidding and negotiation of important projects;

（2）Cost estimation and supply excellent cost plan for the bidding projects;

4. Other

（1）3C certification, quality certification, CE/UL certification sourcing for key parts, patent application for new designed equipments;

（2）Translate technical manuals and bidding documents, and other work related with English.

2007.11-2011.3 Beijing Sevenstar Electronics Co., Ltd. Purchasing Supervisor Integrated Circuit/Semiconductor

Description:We research and produce 300mm Wafer Vertical Oxide Furnace α tool、β tool, 300mm Wafer Wet Cleaning Tool α tool, MBTC, High Temperature Furnace,65nm Oxide Furnace, LPCVD,

1. Procurement Process

（1）According to BOM, request quotations and negotiate about the price, payment, transportation, insurance etc. to get the best discount and release orders;

（2）Follow and control the leading time, arrange delivery and customs clearing;

（3） Arrange payment, prepare LC, optimize fund use in cooperation with accounting department according to payment terms and goods arrival&installation schedule;

（4） Organize and coordinate products inspection and equipment acceptance, deal with debates and claims;

（5）Give business support to suppliers selection and negotiations before designing;

（6）Organize and participate negotiation teams for important equipments, take charge of business work and fulfill the contract;

2. Supply Chain Management

（1）Set up suppliers management system, maintain a good relationship, build supplier database and assess suppliers, develop new suppliers, at present handle over 50 suppliers;

（2）Build and optimize purchasing process, make purchasing document system;

（3）Coordinate work across purchasing, manufacturing, designing and accounting departments; （4） Logistics management, choose qualified forwarders and shipping methods, arrange insurance, pick-up, customs clearing, reduce logistics cost;

（5）Inventory management, bonded warehouse management, organize and accept Customs inspection regularly;

（6）Sorting, input, update and maintain purchasing data, deal about 200 contracts and totally amount about 15,000,000yuan domestic and overseas;

（7）Manage contracts and related purchasing documents;

3. Translation

（1）Translate business contracts, technical manuals, specifications, Non-disclosure agreements, project materials, reports, etc.;

（2）Conference interpreting.

2007.3-2011.10 LUSTER LightTech Co., LTD Internship Fiber communication/Machine vision

Business scope: Agency, research and system integration of products in the field of fiber communication and machine vision.

（1）Overseas agency agreements fulfillment;

（2）Prepare, release and follow overseas orders, mainly price, leading time, transportation, insurance;

（3）Prepare customs documents for customs clearance;

（4）Check stock regularly;

（5）Solve disputes arising from order fulfillment;

（6）Negotiate about repairs with suppliers, mainly the problems, repair time, charges.