

John X. Z. Wang

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OBJECTIVE

Seeking the managerial or consulting position, sales support representative for multinational company.

SYNOPSIS

A dedicated professional with more than 12 years experience in helping business thrive and develop. Extensive work in import and export business, marketing communication, case management and counseling, writing and editing. Client focused, service driven, goal oriented, enterprising work ethic and solid integrity. Accountable and well organized.

SUMMARY OF QUALIFICATIONS

- Solid writing, editing and oral communication skills.
- Excellent human relations skills, having dealt a variety of customers, and employees.
- Computer proficient with WINDOWS '98 applications, MS office and Internet explorer.
- Superior ability to achieve immediate and long-term goals.
- Proven ability to analyze, plan, manage and motivate.

WORK EXPERIENCE

July 1999 – Present

Guangzhou, P. R. China . Shanghai TVS Business Management Co., Ltd.

Chief Operating Officer in E-commerce Division based in Guangzhou.

- Writing E-commerce plan and communicating with 1 Pai.com for E-auction in China. Sourcing the products for E-business, building relationships with the manufacturers which can offer some products suitable for our web selling.

July 1998 - July 1999

Shanghai, P. R. China Shanghai TVS Business Management Co., Ltd.

Purchasing Manager

- Sourcing, evaluating and purchasing seen-as-on-TV products. Read and comment on TV drama and scenario of infomercial video tapes. Approve the purchasing documents. Examine and verify L/C. Responsible for coordinating and facilitating among the internal divisions and external customers. Utilize expertise to create proposals and marketing plan both in English version and Chinese version. Develop and plan designs for existing and new business. Writing and editing the wordings of Chinese products in English. Provided outstanding customer service by keeping abreast of China's new regulations. Maintain Internet connection, outlook express to update communications with customers; partners and suppliers as well as research from Internet for the products we need. Nurture and manage the interns from universities.

1998 - 1996

Shanghai, P. R. China Paciworld (CHINA) Enterprises Group Co., Ltd.

Purchasing Manager

- Import and sell the second hand machines and spare parts as well as prefabricated houses from Europe and Canada. Communicate with clients on a daily basis to ensure their needs and goals are being met. Translate, design and produce collateral materials and sales supporting documents.

1996 - 1992

Changsha, Hunan, P. R. China Hunan Provincial Import & Export Group Corporation

Manager

- Export machinery to Africa and negative Electronic products to Europe and United States. Build rapport with U.K. customers and manufacturers in china.

1992 - 1987

Changsha, Hunan, P. R. China Hunan Provincial Import Corporation

Manager

- Import production lines plant and raw material from European and Asian countries in very large scale on behalf of the provincial government. Long term project management and negotiation with the suppliers. Resolve clients problems in a meticulous and organized fashion. Nurture and manage the interns from universities. Have been to Europe five times and trained there for a short period of time for the manipulating import equipment.

1987 - 1983

Changsha, Hunan, P. R. China Changsha Medical College

Lecturer

- Teach English to the doctors and medical students

HONORS AND CERTIFICATES

- Certificate of Economist
- Certificate of Translator

EDUCATION

Hunan, P. R. China

Hunan Teacher's University

Bachelor of Arts degree in English and English literature

Minor: International Trade

PERSONAL ACTIVITIES

Swimming, Writing computing, Internet exploring and a freelancer for magazines.

ADDITIONAL

Excellent health, non-smoker, married with one child and willing to relocate.