# 外贸人员个人英文简历范文

来源：网络 作者：红尘浅笑 更新时间：2024-06-28

*English Resume: Name：Michael YangEmail Address：@public.usa.com Age:26 Sex: MaleExpected Salary: face to face negotiatio...*

English Resume: Name：Michael Yang

Email Address：@public.usa.com Age:26 Sex: Male

Expected Salary: face to face negotiation is preferred.EDUCATIONS: College degree.

WORKING EXPERIENCE:Post: Assistant to Vice General Manager

Duties:

 Arrange the production meeting for vice general manager.

 Receive and reply vice general manager’s internal and external mails.

 Communicate with Italian designer to follow up his design style with factory developers.

 Follow up factory 5’s production process and report to vice general manager every day.

 Receptionist of foreigners especially for dinner with drinking.

 Translate all the Chinese and English version of company rules.

 Handle all the issues of vice general manager when he is out of office for vacation or business trip. But calling vice general manager or reporting to president is a must before taking action.

ACHIEVEMENTS:

Well assist vice general manager to handle his job.

Jul. 2024/7/now ACH & Co., HK Ltd

Post: Parts deparment manager

Duties:

 Control running of parts department

 Sourcing new parts and purchase the general parts for oders.

 Search new parts vendor and compare the price. Build a system of vendors’ information for emergency use.

 Supervising assistant and staffs to send out the correct parts for production.

 Attend the jewely show in China such as in Hong Kong、Guangzhou and Shenzhen for source new vendors.

 Purchase parts in USA, Germany, and Italy.

 Execute the instructions from US head office

 Control the spare quantity of parts production. Show the operators how to handle the parts such as laser shooting, plating and polishing etc.

 Management of parts inventory quantity.

ACHIEVEMENTS:

 Well control parts department running and get good feedback from US head office. Save lots of cost for company.

 Train out some good staffs and cooperate with me very well.SKILLS:

 Familiar with footwear development.

 Good command of jewelry field. Practice of 6 months in the fatory before positioning as parts manager. Good understanding of all the production procedures, especially well known of parts issues. Know the quality problems of the jewelry such as loose and broken stones, over-high and over-low prongs of the rings, over-polishing and poor plating etc. Well uderstanding of parts such as chains, lever back, pins, nuts and silk cord, etc. Know the labor fees of parts processing, price and quality.

 Can work well under pressure. Face difficulty and patiently train subordinate to work and build team work spirit in our group.

Enjoy my work. Good communication and corresponding ability. Can handle the emergency issues well in the job.

 Good planning of production capacity and accordingly adjust staffs and equipment to match the production if necessary.

 Make correct decision under emergency situations

 Independent work under pressure Good command of English skills

 A littble bit command of Japanese language.

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