

**Andrea  
(Zengjuan) Yang**

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**Work Experience**

**International Sales & Merchandising**

2/2007 - 12/2007 Cashmere Works Co., LTD., Beijing, China

- Marketed and sold products to international customers
- Prepared sales and export documents including pro forma invoices, bills of lading, packing list, etc.
- Helped customers create Letters of Credit and arranged various forms of payments; ensured on-time collection of payments and shipments
- Coordinated production of cashmere garments
- Calculated amount of yarn and other raw materials needed for production
- Purchased production materials (bags, buttons, zippers, labels, etc.) from vendors

**Senior Merchandiser – CRT and LCD Monitors**

06/2003 – 05/2005 Orient Top Victory Electronics Co. Ltd., Beijing, China

- Helped create Bill of Materials based on customer requirements by utilizing MRP system
- Coordinated creation of sample products by working with multiple departments
- Managed production levels based on forecasts and market conditions
- Prepared export documents and ensured on-time delivery of goods
- Assisted with after-sale service

**Executive Assistant to Company President**

05/1999 - 01/2001 Duanmen Culture Corporation, Ltd., Beijing, China

- Replied to customer letters; drafted contracts and other documents
- Participated in meetings and recorded meeting minutes
- Organized and catalogued various company documents
- Designed posters for trade shows using computer graphics software, including Adobe Photoshop, Corel Draw, etc.

**Education**

01/2001 - 06/2003 Shandong University, Jinan, China

- Majored in English Literature
- Received Bachelor's Degree
- Courses studied include the history of English and American literature, writing, linguistics, society and culture of England and the United States, translation theory, etc.

**Skills and Years of Experience**

- International Marketing and Sales: 1 year
- International Shipping and Payment Management: 3 years
- Production Coordination: 3 years
- Graphic Design: 2 years
- Contract Writing: 5 year

**Language Skills**

- English: fluent
- Mandarin Chinese: native
- Japanese: beginner