

# Ruei Chun Li

## Project Manager

Efficient, detail-oriented and passionate job seeker with +4 years of experience in project management eager to secure Project Manager position. Ready to help team achieve company goals.

## Work History

2021-09 -

Current

### PMC Supervisor

*Chicony Electronics CEZ s.r.o, Přelouč, Czech Republic*

- Carried out daily duties accurately and efficiently to keep the work organized with prioritization.
- Collaborated with team members to achieve target results.
- Handle orders and do monitor company inventory to keep stock levels and databases updated.
- Worked with customers with great communication to understand needs and provide excellent service.

2018-11 -

2021-04

### Project Manager

*European-Chinese Business a.s., Prague, Czech Republic*

- Developed and initiated projects, managed costs, monitored performance and met project deadlines.
- Coordinated projects between clients and suppliers to complete orders, deal with complaints and solve issues with excellent communication.
- Gained e-commerce experiences by setting up the e-shop on Shopify.
- Led team of 10+ people to international exhibition to promote our cooperated suppliers.

2016-04 -

2018-09

### Junior Project Manager

*Ju Teng International Holdings LTD, Suzhou, China*

- Collaborated with Microsoft and Facebook Teams for hardware development production (Surface New Pro, Portal and Portal+ which are now on market).
- Reported on status for each project to appropriate stakeholders.



## Contact

### Address

Pardubice, Czech Republic,  
53002

### Phone

+420 724-078-371

### E-mail

cherylrueichun@gmail.com

## Skills

Microsoft Office (Excel, Outlook, Word, PowerPoint)

Project Management

Communication skills

Scheduling and Prioritization

SQL

Agile Project Management  
(Online Lessons with the certification estimated to be finished in December)

## Languages

Chinese

●●●●●  
Excellent

English

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Very Good

- Adjusted project plans to account for dynamic targets and identified requirements, project planning, and overall customer support.
- Transferred process management successfully and saved 50% up cost and time.
- Able to grasp new concepts quickly, gained new knowledge of hardware production to properly mediate in communication between clients and manufacturers.

Spanish



## Education

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**2010-09 -  
2014-06**

**Bachelor of Arts: Foreign Language And  
Literature**

*National Chung Cheng University - Chiayi, Taiwan*