

Sylvia Yi

4 Years E-commerce experience, 2 years as a E-commerce project manager for Amazon.com project

North York, ON M2R1L6

siyuyis@gmail.com

6472165663

Related

courses:

E-commerce, International Trading, Intermediate Accounting, Taxation, Marketing, Mathematics of Finance, Business Law, Organizational Behavior

Other languages: Mandarin

Willing to relocate: Anywhere

Work Experience

E-Commerce Manager

Sunrain Camping@amazon.com - Toronto, ON

September 2018 to March 2019

Build up the online amazon store for Sunrain Camping products.

Major duty Includes:

Logistics coordinate

Market research

New products invention and planning

Advertise and budget optimization

Market planning

Graphic design

Listing and product detail text writing

E-Commerce Project Manager

Bizark Service Ltd. - Nanjing

October 2016 to September 2018

Main Responsibilities:

- Build up online business on Amazon.com
- Search and keywords optimization
- Market research, studying and analyzing competitors' products, understanding customer's preferences;
- Setting up products for selling, bring up new versions/models of products;
- Monitoring sales data daily; do analysis with those data and write weekly/monthly/annual reports, as well as special sales term reports;
- Arrange the rates between expenses and profits, do necessarily adjustments;
- Manufacturing, orders and stock control, keeping it always in stock;

- Work with different departments, such as graphic design department, accounting department and IT department etc.
- Event or sale preparation, such as black Friday, cyber Monday etc.
- Negotiating with all relevant departments

Main achievements:

- Run 4 projects in total during the 2 years in Bizark
- Immediate sales improves on many of the products
- Made one product won "Amazon's choice" tag; this product once also won the 1st place in the category of "Patio Furniture Set Covers "(specific category), and now as #690 in Patio, Lawn & Garden (general category) , within only one year.(Brand name :M&H, P.S. number of place changes all the time, this number on resume is just for reference)

Business Negotiator

Hergivenhair.com - Nanjing

September 2015 to August 2016

Main responsibility:

- Seeking for on-line/off-line sales representative internationally;
- Present our product to global sales representative, help them understand the features and selling points;
- Negotiate details of promotions and sales
- Review feedback from sales representatives and customers, make conclusions and report to company for product improvements
- Arrange online meetings with sales or cooperated business owners in Canada, U.S.A, Kenya etc.

Access System Control Officer@RBC

Securitas Canada - Toronto, ON

March 2014 to April 2015

Responsibilities

- Building Access System controlling in RBC Center Office
- Processing email requests

Proficient in

- MicroSoft Office, Excel,
- C-Cure 9000/800 Security Event Management, Lenel Security Control System
- Simple Accounting, Microsoft Program, QuickBooks

Skills Used

- Computer skills
- Building secure system

Bookkeeper

Danforth Food Mart

January 2013 to December 2013

- Organize, control and evaluate the operation of the accounting department.
- Prepare the preparation of invoices, financial statement and summaries.
- Notify and reports to senior management concerning any trends that are critical to the organization's financial performance.

Cashier and Customer Service

Yan Ching Palace

January 2011 to September 2011

- Greet customers and provide information to customers.
- Identify price of goods, services and admission and tabulate total
- Payment required using electronic cash register.
- Receive and process payments by cash, credit card or automatic debit.

Education

Diploma of Business-Accounting in Business-Accounting

Seneca College - Toronto, ON

September 2010 to November 2012

Skills

Security (1 year), Bookkeeping (1 year), E-Commerce Project Manager (2 years)

Additional Information

COMPUTER SKILLS Proficient in Simple Accounting, Microsoft Programs, QuickBooks

OTHER SKILLS

- Perfect in MS Excel, Outlook and many other mainly used software, diagnose skills and can solve daily computer issues no matter software or hardware.
- Extremely detail-oriented and responsible focused
- Creative and dynamic
- Can flexibly switch between independent work and team work
- Strong multi-tasking skills, can work under pressure
- Good organizational skills and have strong management with deadlines
- Fluency in all English, Mandarin and Cantonese Chinese