

LU LIANG

IMPORT COORDINATOR & ASSISTANT BUYER

(514)-996-3520 / lu.liang.ll18@gmail.com / 99 BRONSON AVENUE, OTTAWA, K1R 6G9

Working Experience

Import Coordinator / Assistant Buyer (April 2021 – July 2022)

Debut Accessories Ltd. (Montreal, QC)

- Managing order documents to ensure proper handling and storage of documents, as well as maintaining confidentiality with regard to sensitive documentation.
- Providing administrative support to the lead buyer, assisting in meeting set-up, and updating order status and schedules.
- Liaising and distributing order-related information with all levels of the team and external parties, including customers, supply companies, and shipping companies.
- Organizing database systems to update information and determine the budget.
- Reviewing both internal and external orders to ensure all details are correct.
- Supporting suppliers with production, packaging, and delivery.
- Following up on production progress and keeping managers and customers posted.
- Maintain good relationships with customers and suppliers.

Chinese Localization QA Tester (April 2020 – April 2021)

Pole to Win International (Montreal, QC)

- Communicating with managers in everyday meetings to define the test goals, schedules, and test plans.
- Conducting tests according to customers' requirements and writing reports to analyze the results.
- Finding language and UI errors and bugs and reporting them to the development team.
- Implementing solutions by cooperating with other teams and departments.

Education

Concordia University, Montreal, QC

MA, Art Education (Sept. 2018 – Jan. 2021)

Shandong University of Art & Design, China

BFA, Art History (Sept. 2013 – July 2017)

Skills

- Microsoft Office Suite / Adobe Creative Suite / SQL (Basic)
- Productivity & Organization / Project Management / Attention to Details / Customer service / Problem-solving / Multitasking ability