

Tim Huang

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SUMMARY OF SKILLS

- 15 years experience in IT and related area
- 9 months Canadian experience in warehouse management.
- Very strong organizational skills, ability to meet tight deadlines and work with urgent workloads and conflicting priorities
- Familiar with hardware, software, cabling, network administration and computer related area.
- Fluent in Cantonese and Mandarin
- TICO Licence

PROFESSIONAL EXPERIENCE

Eastway Home Hardware.

Toronto, Canada

IT Technician

August - now

- Provides first point of service technical IT support to the entire office workforce.
- Establish & Maintain the Company's website (Wix System)
- Installs, configures, and troubleshoots computers, printers and other peripherals.
- Research network marketing promotion method, access and analyze website key words to enhance website ranking, assist in WeChat Official Account Promotion, etc.
- Organize and plan the promotional products, edit product catalogue, poster & brochures.
- Performs preventative maintenance, testing, and repair of hardware, such as computers, network, WiFi, printers, video surveillance, audio system, etc.
- Maintain inventory database.
- Other tasks assigned by the management.

G-SWAP mobiles accessories shop.

Toronto, Canada

Warehouse Keeper

May - August 2017

- Before the shop opens every day, undergo physical inventory check of the accessories for all kinds of models (up to 50 models)
- Distribute goods rapidly according to the Stock-Out Note
- Purchase and receive products, unload shipping and storage.
- Update inventory according to Stock-In & Stock-Out Notes from time to time.
- Make optimal replenishment plan according to the sale condition of all products.
- Assist in product testing before delivery.

Phonoso (Foshan) Electric Technology Co, Ltd

Guangzhou, China

Supervisor of the Technology Department

Dec 2009 – Dec 2015

- Department Management: To conduct daily administrative work of the Technology Department in the company and grasp the direction for development of company's products and technical decisions such as technical positioning, research and development strategy for market-oriented products;
- Project Management: To draft the development plan for existing and expected projects;
- Staff Management: To formulate skills and work requirements for staff in the Technology Department; To assist HR Department with interviews for applicants in technical posts; To exert quality management and control as well as performance management over existing employees;
- Participation in Decision: To participate in decisions on major business issues of the company;
- Technical Assistance: To organize and compile bid proposals and assist the Marketing Department in completing support work for presale of products;
- Department Coordination: To be responsible for coordinating and solving development and coordination problems arising from the implementation of the projects;

- Client Communication: To be responsible for discussion on implementation proposals and technology exchanges with potential clients/ cooperative partners.

Phonosos (Guangzhou) Electric Technology Co, Ltd
Engineer

Guangzhou, China
Oct 2003 – Oct 2009

- Technical Support: To provide technical support in accordance with project needs of the company.
- Production Development: To be in charge of innovation, design and development of the company's new products b independently leading a team, and to execute technical renovation for products.
- Group Management: To be in charge of organization of technology groups, allocation of staff and duties, and supervision of task progress according to work needs.
- Marketing Assistance: To technically support the Marketing Department on all sides, including program communication and technical support with clients after preliminary meetings or cooperation.
- Client Training: To conduct technical trainings for the company's staff and clients during implementation and operation of the co-operative project.

EDUCATION

South China Normal University
Electronic Information System

Guangzhou, China
1999-2003

- Information Systems Updates courses
- Software Design courses
- Systems Administration coursework
- C, C++, C# training
- Secure Computer Networking webinar
- HTML, PS,SQL and ASP/PHP courses