

Project Manager Project Manager Project Manager Boston, MA Work Experience Project Manager
Ricoh (China) Investment Co., Ltd May 2011 to September 2012 Responsibilities Be in charge of
projects of major 5-10 customers' device purchase and replacement; Supervising different
department's work between Sales department, IT support department and Service department;
Coordinating the relationships among customers, members of project team and agents in 5 main
region in China; Making weekly sales forecast, monthly sales report and sales productivity report.
Skills Used Excel, ppt Volunteer Sunshine Volunteer Association 2011 to 2012 Activity Served as
the volunteer teacher, taught the pupils computer in one school for children of employees in Beijing
suburbs. IT-scripting Programmer Ipsos Group March 2010 to April 2011 Being responsible for
programming online survey programs by using of software ConfirmIT and Java Script/HTML.
Contacting with project managers and analysis supervisor in both China and Australia to analyze
questionnaire and feasibility; Collecting, verifying and manage the data; Programing test
programs to test the data; Exporting different formats of data reports. Education Bachelor of
Engineering in Networking Engineering North China Electric Power University June 2010 MA in
Information Systems Northeastern University Skills Java Javascript HTML CSS SQL Additional
Information SKILLS Programming Languages: JAVA, C++, HTML, XML, JSP, MYSQL Foreign
Languages: Mandarin

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