

Administrative Assistant Administrative Assistant Tutor Portland, OR Authorized to work in the US for any employer Work Experience Administrative Assistant Victor Chen's Music Studio Taiwan - Taipei January 2016 to December 2016 Update/maintain students' and teachers' records. Performed basic accounting duties like preparing deposits, processing payments and creating financial reports. Gathered statistical data of customers and create reports for analysis Answer phone call regarding class schedule and tuition issues. Cost & Progress Manager Nokia Inc August 2004 to October 2015 Taiwan) Performed project cost control from regular PO issued and progress reports. Based on the ball park picture of project cost and resource utilization rate, present strategic and operative planning to project director and account controller per monthly project meeting. Minimize the gap or difference between actual and forecast data in all KPI. Proactively generated and analyzed the figure in project status and progress report and execute the corrective actions. ERP Team Leader Trend Inc August 2002 to August 2004 As a core team member of ERP (Microsoft Navision) deployment, in charge of business analysis, to-be flow, system modification and report development etc. Sustained legacy system such as Platinum 4.1, Epicor 6.0, Hyperion Enterprise 5.0 Designed the reports by linking the data in SQL server to Excel worksheet for sales and finance analysis. Developed a web ordering system based on the skill of IIS, ASP and JavaScript. Project Database Administrator Nokia Inc March 1999 to April 2001 Monitored cost and expensed complying with project cost baseline. Maintained and update project progress and planning data for review with project managers. Responsible for the data migration from Access DB to Oracle server and customized CellTracker UI. Performed NT administrative tasks such as creating accounts and grant access level. Using ARC server backup solution on a daily basis. On-site support for application including: configuration and installation of all major software and hardware. Developed end user training courses. Programmer Analyst 3Com Corp - Chicago, IL February 1996 to March 1999 Member of ISO database and intranet implementation team. Analyzed and designed the system in VB 4.0 embedded with Documentum API. Be awarded in quarterly employee list. Education MS in Computer Science in Computer Science Illinois Institute of Technology January 1994 to December 1995 BS in Physics Tung Hai University - Taipei

October 1988 to June 1992 Skills ERP (2 years), NAVISION (2 years), SAP, R/3, EXCEL (2 years), Data Entry, Administrative Support, Quickbooks, Administrative Assistant Certifications/Licenses Driver's License Additional Information Customer Service skills: Whenever worked in Nokia Taiwan to deliver IT support for internal/external customers, always stayed patience and interacted in a professional and empathy manner for their needs and resolved the problems. Multi-Task and Organizational skills: Prioritized my takes in order management process. Always be detail-oriented for some particular task like auditing the payment terms and job scopes in vendor contract. Data Analysis skill: In Nokia telecomm implementation team, I analyze the information and come out actionable solutions based on the measurement strategy (effectiveness, efficiency KPI or milestone status) Effective Communication: In key user training or UAT, I was aware of listening, deliver and share clear information with people to understand. Skills OS: Windows 9X, Windows NT/2000 OLAP: Business Objects (SAP), Excel Pivot Table ERP: Navision, SAP R/3 (SD, MM, F&C module) Advanced Study: Basic Accounting Class in Culture University, Taiwan

Name: Bryan Glover

Email: josephgilbert@example.net

Phone: 535-481-1373