

FAN ZHANG

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RESUME

Summary

I am a detail oriented and highly motivated person with excellent communication skills, analytical skills, leadership and organization skills which make me adaptable to today's environment of complex challenges and rapid change.

Education

Computer Information Technology Diploma Program

British Columbia Institute of Technology – Vancouver, BC

September 2016 – Present

B. Eng in Software Engineering

McGill University – Montreal, Quebec (Completed 102 credits)

September 2003 – December 2007

Experience

Office administrator

C Best Construction Ltd. – Vancouver, BC

February 2015 – December 2016

Engage in day-to-day activities that are related to financial planning, record keeping & billing. Develop and maintain relationships with key customers, contractors and suppliers. Identify and interpret customer's needs and prepare documentation to facilitate on construction scheduling.

- Maintained good working relationship with customers, contractors and suppliers to better organize projects scheduling.
- Introduced QuickBooks system to better maintain financial records for construction projects as well as to provide data for financial planning for future projects.
- Coordinated multiple projects at the same time to ensure completion before deadline.

Regional Sales Representative

Ideapot Inc. – Shenyang, China

January 2008 – January 2015

Cultivate instant rapport, build, and maintain key client relationships to successfully sell industrial package printing solutions. Develop sales strategies and set challenging personal sales goals to ensure peak performance. Maximize sales by regularly connecting with well-

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established clients and building relationships with prospective customers; promote new products and keep informed of sales events. Utilize client-centric approach to assess client needs and demonstrate how product's features, functions, and benefits meet needs. Ensure optimal experience for each client from initial meeting through final delivery.

- Earned role expansion to encompass sales after exceeding rigorous sales objectives.
- Brought in a completely new collaboration strategy which is to establish relations with well-known automation equipment providers in China to integrate products into automation production line. By implementing the new strategy, sales volume was boosted the by 80%.
- Successfully landed 2 major clients - Petro China and North Huajin Chem Group which delivered gross revenue of 1.5 Million RMB.

Electrical and computer Skills

- Languages: Java, JavaScript, HTML, PHP, CSS
- Protocols: TCP, UDP, FTP, SSH, TELNET, HTTP
- Database: IBM DB2, MySQL, Oracle
- IDEs: Eclipse, Microsoft Visual Studio, Xcode, Silk Test
- Operating System: Windows, Linux, UNIX, Mac
- Software: Microsoft Office Suite, Labview, Crosswork, LogicWorks, Matlab, Simulink, Altera Quartus, Code Composer Studio, PSPICE, Electric, VMware, Perforce, Code Collaborator, Nx Nomachine, VNC,
- Lab Equipment: Oscilloscope, Spectrum Analyzer, multimeter, breadboard circuitry

Language Proficiency

- Fluent in English both written and oral
- Fluent in Mandarin both written and oral