Assistant of Vice President, TLW GROUP INC, 2017-2019 June

1. Work with the president and vice president to quote prices for the inquires from clients

2. In charge of preparing documents, fabrics and styling samples for each fair we attend, such as Canton Fair, Vegas show and sales meetings.

3. Coordinate with design team and buying team of Clients to develop the styling and design of samples.

4. Work with design team to finish tech-packs based on clients needs after orders get confirmed, such as designing prints, drawing sketches and measure fits.

5. Send inquiries to suppliers to quote prices and organize and collect information from each supplier and choose the best one to place order.

6. Work with merchandisers to direct them to execute designer’s concepts and ideas.

7. Work with logistic team to make sure each shipment is reasonable and help with prepare custom document for declaring tax.

8. Coordinate with import team of clients to change shipping date when a problem occurs during production.

9. Coordinate with QC team to inspect factories and products when it is in need.

10. Book freight forwarder in their system

11. In charge of care-label approval

Graphic Designer, Martini Promo, 2017

1. Drawing sketches for active wears

2. Retouch photos to make them fit the advertisement requirement

3. Work with printers to execute clients’ requirement

4. Create or modify designs of active wear such as hockey Jerseys, bicycle jersey and bibs.

EDUCATION

Computer Graphics, Shadd Health and Business Center, April 2016 (Expected Completion Date)

Pre-MBA program, Wilfrid Laurier University, Sep 2013 Jul 2014

Bachelor of management, Shenyang Ligong University, May 2007, Jul 2010

LANGUAGES

ENGLISH AND CHINESE

Bowei Cui

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Dear Fashion company human resources,

I am extremely interested in the position of Merchandise and Design Coordinator (Private Label Apparel) posted on ziprecruiter.com. I had worked at TLW GROUP INC. taking care of inquiry for two years and then I well build the knowledge about the whole process of import and export about apparel. As an assistant of VP, the daily work is to coordinate with clients, supplier, and the different people in different departments of my company to keep the order and production smooth. Dealing with multi-task work at the same time and set up the priority with different issue is quite common. Sometimes I also need to open negotiations with suppliers to work something out when we are stuck with some critical issue, such as payments and air shipments. Because I also worked as a graphic designer before I came to this company and I mainly make different design on active wears, like jerseys, now I well understand what design apply on what styles. I am in a transition from graphic area to fashion area. Because of that background, to manage the cost, I can revise and creating designs by using adobe suit and giving suggestions to designing team and buying team of Clients. Moreover, when I quote inquiries from different clients, I need to figure out every detail for each style. Missing a tiny little thing might affect designs and production process. It also helps company to make profits and control the cost and it also helps me when I send target prices to supplier and save time on talking with prices with them so that I can close the order quickly. When prices, quantity and delivery time are confirmed with supplier, orders move to merchandiser team and logistic team. When I pass the order, I explain every detail to make sure a merchandiser understand the design and style. If there is a problem with shipment date, I will explain to logistic coordinator what the situation is so that they can talk with import department of clients to ask for extension. I also need to get involved with the conversion of extend delivery date when it is necessary because some cases are tough. To handle the work stress, a good teamwork always helped me. No matter what customer we met and how hard our work is, we could always find a way to solve problems.

I strong believe, I will help your company increase productivity after I am in. I will bring efficiency to your company and will make my team more cooperative than before. Thank you for your consideration for my application and I hope to get your information soon. If you have any concern of my application, please contact with me at cuibowei@gmail.com or call me at 514.586.6965.

Sincerely,

Bowei Cui