

ARLEN CHO

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Experience

Dreamwear inc., New York, NY

Production Manager

7/2013 – 1/2016

- Onboard all new employees on the company's in-house software platform, FileMaker
- Worked closely with other departments to understand their needs within FileMaker
- Involved in the analysis, development and implementation of various projects that improves software functionality beneficial to company needs
- Conceptualized new software function of combining multiple tasks within FileMaker to simplify department process
- Met with developer on company needs to decide the best solution for platform features
- Beta test and QA new software features before company-wide rollout
- Trained employees on self-troubleshoot for minor errors
- Managed production of \$1M worth of products across 10+ overseas factories
- Participated in improvement projects with production and logistics development
- Worked closely with sales team to plan delivery schedules, meet all customer requirements and provide solutions for last minute problems
- Evaluated most cost-efficient way to ship goods to meet customer deadlines
- Managed inventory to ensure overall availability of goods

Production/ Logistics Coordinator

5/2010 – 7/2013

- Created purchase orders in FileMaker system and submit to overseas factories
- Worked closely with vendors granting extensions and providing timely delivery of goods
- Acted as liaison for overseas factories to facilitate development
- Collaborated with factories to ensure compliance requirements are met for retailers such as Hanes, Ashley Stewart, Big Lots, and Cato
- Checked for compliance of retailer's needs regarding packing, ticketing and labeling
- Coordinated with freight forwarders reserving containers based on shipment size
- Cross checked shipping lists to ensure delivery of all scheduled goods
- Consolidated shipments with multiple shippers to ensure no wasted space in containers
- Calculated cubic volume (CBM) based on pre-packing lists prepared by shippers
- Managed freight bookings between factories and consolidators to optimize scheduling and container utilization for 75-100 containers per year

Nicole Miller, New York, NY

2/2008 – 5/2010

Production Coordinator

- Send/receive approved patterns for marking and grading
- Process purchase orders and issue tickets for cutting and sewing using AS/400
- Create and print care labels and hangtags for domestic and import styles
- Approve factory samples within development and production timelines
- Measure and inspect garments prior to shipping for quality assurance
- Work closely with contractors to monitor timely shipping of purchase orders

Education

BOSTON UNIVERSITY, Boston, MA

B.S. in Psychology, May 1998

Skills

- Possess strong analytical, organizational, and time management skills, with the ability to work well both independently and in a team environment
- Fluent in Chinese (Cantonese), extensive experience working in and leading group projects and presentations

References available upon request