SHU JUN WU

Bella Vista, AR |
479.329.5854 | wushujun7@gmail.com

Dedicated and committed circulation & reference clerk in a public library with over two years of experience. Track record of developing and maintaining strong patron relationships, with the ability to manage a wide range of customer needs. Brings a self-motivated mindset, strong multi-tasking skills, and a detail-oriented mentality. Collaborative team player with a strong sense of ownership and a proven ability to produce outcomes of outstanding quality.

EXPERIENCE

ADULT CIRCULATION LIBRARY CLERK

BENTONVILLE PUBLIC LIBRARY | BENTONVILLE, AR

2022 -- PRESENT

- Assists patrons at the public desk, answering phone calls and other circulation-related tasks.
- Manages patron's accounts such as issuing and renewing library cards and updating patron information.
- Catalog new items.
- Verifies the condition of materials when checked out and returned.
- Shelving library materials.
- Repairs damaged materials.
- Process new materials when received.

SOURCING SPECIALIST

THE HOME DEPOT ASIA SOURING | SHENZHEN, CN

2016 -- 2016

- Sourced electrical products from suppliers in multiple Asian countries to sell in The Home Depot stores in the U.S., Canada, and Mexico.
- Analyzed product specifications and pricing to make sound buying decisions.
- Managed vendor relationships, including pricing negotiations and product reviews to ensure compliance with internal policies.

ASSISTANT SOURCING SPECIALIST

WALMART GLOBAL SOURCING, SHENZHEN, CN

2012 -- 2015

- Sourced pets and consumables products and suppliers for Canada retail market.
- Developed buying strategies by identifying and implementing best practices and process improvement.
- Negotiated costs and worked with vendors to design and manufacture new products.
- Coordinated with functional teams and third parties to ensure smooth order execution and on-time deliveries.

EDUCATION

MASTER OF LIBRARY INFORMATION SCIENCE

University of Southern Mississippi, Hattiesburg, MS 2021-2023

BACHELOR OF BUSINESS IN MARKETING

Shenzhen University, Shenzhen, Guangdong, China, 2006-2010