



ChienHua Kuo

christy380@gmail.com

0906907110

Taoyuan City, Taiwan

Strong focus on making results. Have a good mind for improvement. Able to work independently as well as part of a team.

WORK EXPERIENCE

Project management Wipro Technology

2021 - Present

Achievements/Tasks

- Monitoring Project testing progress
- Maintaining Project documentation
- Obtain PTCRB certification
- Process improvement and automation by VBA and Python

Product management Enermax Technology (E-bike)

2020 - 2021

Achievements/Tasks

- Sourcing suppliers according to BOM list and target cost.
- Preparing proposal, sales kit and marketing material, make sure product launch successfully.
- Coordinate with each department to resolve issue, reach project quality and realize product functions.

Sales representative Wenchi (Food)

2019 - 2020

Achievements/Tasks

- In charge of Russian market and CIS market.
- Develop new clients and maintain relationship with existing customers.
- Negotiating trading terms / go to market strategy with clients, contract review.
- Increased 50% signed clients for the company.
- Experienced to deal with claims and attend exhibition oversea.

Project management Mektec (FPC) (Subsidiary of Mektron)

2018

Achievements/Tasks

- Planning from NPI to Mass production, reporting forecast and commit
- In charge of America key clients
- Coordinate with different departments and oversea partner company to meet client's target.
- Arrange Quality Management System Audit

Sales assistant CASP (Car accessories)

2015 - 2016

Achievements/Tasks

- Assist sales to dealing with clients' inquiry, quotation, proforma invoice and shipping documents.
- Assist sales to communicate with clients.

EDUCATION

Russian Language and Literature Chinese culture university

2011 - 2015

CERTIFICATES

Mechatronics and Automation application certificate (2020)

TOEIC - 880 (2020)

TORFL (TPKI) - B1 (2014)

Semiconductor manufacturing process training program (By NUK & IDB)

ORGANIZATIONS

School team member - volleyball (2011 - 2012)

School team member - Judo (2014 - 2015)

University scholarship (2012 - 2015)

Working holiday in Australia (2017 - 2018)

Language Volunteer of World Universiade (06/2017 - 07/2017)

AREA OF EXPERTISE

Acknowledge of trading process

Business develop

Handling claims and issues

Commercial letter

Planning skill

Microsoft tools

Outlook

Photoshop

C#, Visual Basic, PLC

LANGUAGES

English

Professional Working Proficiency

Chinese

Native or Bilingual Proficiency

Russian

Limited Working Proficiency

WORK EXPERIENCE

Intern - translator

Tuoquet

2014

Achievements/Tasks

- Translate knowledge of our product from magazines and brochures from Chinese to Russian.

Teaching assistant

Chinese culture university

2014 - 2015

Achievements/Tasks

- Assist Professor preparing teaching materials
- Assist classmate to finish assignment

LANGUAGES

Taiwanese

Native or Bilingual Proficiency