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## 曾鈺淳

0988-121-268 | mimitseng1201@gmail.com | [www.linkedin.com/in/iamyuchun](http://www.linkedin.com/in/iamyuchun) | Portfolio

### Work Experience

#### Procurement Specialist

Continental Auto Parts | Newark, NJ

07/2024-07/2025

- Assisted in managing communication between suppliers and internal teams to ensure smooth order processing and on-time delivery, developing strong coordination and client-facing skills.
- Maintained procurement records, monitored supplier performance, and identified opportunities for cost savings.
- Handled damage and shortage claims, coordinating with vendors and logistics partners to organize documentation and track issue resolution.

### Skills

#### Hard Skills

- HTML, CSS, SQL, Python, R, Adobe Creative Suite(AI/PS/PR/LR), Tableau, Microsoft Office(Excel/PowerPoint/Word/Access/Project), Google Suite

#### Soft Skills

- Problem-solving, proactive work attitude, willingness to learn, adaptability, task coordination

### Education

Rutgers University - Business School | Newark, NJ

Bachelor of Science in Management Information Systems

Graduated 2024

- Supply Chain Management Concentration
- Dean's List with a GPA of 3.77

Tunghai University | Taichung, Taiwan

Major in Information Management

Graduated 2024

- Participated in the Tunghai Dual-Degree Program

### Community Experience

Treasurer, Taiwanese Student Association at Rutgers | New Brunswick, NJ

05/2023-05/2024

- Supervised the use of funds for events and projects, ensuring transparency and accountability.

Head of Design, Tunghai IM Student Association | Taichung, Taiwan

07/2020-07/2021

- Designed promotional posters, event props, and marketing materials to strengthen the association's brand identity and increase campus visibility.
- Collaborated on planning and producing the "Tunghai Business School Cupid Project," leading video editing and contributing to creative concept development.
- Planned, filmed, and edited promotional videos for the "Night School Haunted House" event, created props, and worked closely with the team to deliver immersive multimedia content supporting the event execution.

Design, News Department, Tunghai Students Parliament | Taichung, Taiwan

07/2020-07/2021

- Designed digital promotional materials and social media posts to promote student parliament activities.
  - Prepared and operated live streaming equipment, monitoring broadcasts to ensure smooth operation and audience engagement.
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