



Lydia Loy

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WORK EXPERIENCE

Coordinator

Unidex Group Inc., Wheeling U.S.A

May/2007-June/2009

Achievements/Tasks

- Communicated in Korean and Chinese with international vendors that are located in Indonesia (Korean) and China, provided price quotes within deadlines for sales rep, salesmen and customers in the U.S.
- Managed using Microsoft Excel to do calculation and budgeting.
- Prepared accurate bidding price quotes within deadlines and won several big projects such as Johnson and Johnson, CVS pharmaceutical company.
- Designed samples using Microsoft Word and AutoCAD with detailed explanation for better understanding to support sales rep.
- Organized and maintained customers' and vendors' information and quoting history both in hard drive and hard copies.

Graphic & Interior Designer

Beijing Hanssem Interior Co., LTD Beijing China

Sep/2001-Aug/2006

Achievements/Tasks

- Designed and published the company's catalogs, advertisements independently as a graphic designer mostly using Adobe Photoshop and Adobe Illustrator. At the same time, worked as an interior designer, involved in various sample rooms' designs using AutoCAD for apartment building projects, such as WangJing SOHO, Red Apple, completing multi-tasks within time limits. Also, filled in as a translator for Korean leaders, communicated with construction companies, media, and major real estate investors.
- Assisted headquarter's design lead team from Korea to accomplish showrooms in Beijing. -

Assisted senior designer YunHee Kim, accomplished model house of Yard on Canal Bank, a Villa project established by a renowned Chinese architect Yonghe, Zhang.

EDUCATION

Bachelor of Arts

Beijing Institute of Fashion Technology Beijing China

Sep/1997 - June/2001

TECHNICAL SKILLS

Graphics

Adobe Photoshop Adobe Illustrator AutoCAD Hand Drafting Sketching

Platforms

Windows & OSX operating systems, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Google Drive/Docs

LANGUAGES

English Korean Chinese Japanese

VOLUNTEERING EXPERIENCE

-Served as a pianist for Beijing ChongWenMen Church from 1997~2004.

-Taught Chinese to Korean children at Korean United Presbyterian Church 2013~2015.

HOBBIES

Reading, Sudoku, knitting/crocheting, photography