

ANGELA TANG

A.TANG.ANGELA@GMAIL.COM

3240 Delta Avenue | Rosemead, California 91770 | 626-215-3192

EDUCATION

University of California, Davis

December 2012

Bachelor of Science, Animal Science & Management, Emphasis: Companion Animals

PROFESSIONAL EXPERIENCE

alliantgroup in Irvine, California

May 2015 to Present

Associate

- Lead the planning and implementation of a project's life cycle for 75+ clients and CPA firms to find cash-generating credits, deductions, and incentives.
- As the main point of contact, build a strong sustainable client relationship by anticipating and assessing client needs.
- Set and continually manage project expectations, identify opportunities, and devise contingency plans.
- Identified, analyzed, and qualified value-oriented benefits for American businesses in the A/E/C industry.
- Evaluate projects at each stage to identify potential areas for improvement and growth to achieve individual and team goals.
- Daily activities involved collaborating with a team of attorneys, accountants, engineers, and scientists through the completing of tax consulting assignments..
- Worked hand in hand with technical experts and senior management to drive project success of project scope and goals by acquiring resources and coordinating efforts.
- Prepares and over saw completion of final project deliverable while ensuring accuracy of all information provided.
- Trained and led new hire Project Coordinator and Associates within the Energy Incentives Division.
- Consistently ranked amongst the top 3 performers within the Energy Incentives Division.

Teco Diagnostics in Anaheim, California

September 2013 to April 2015

Accounts Specialist

- Established and reviewed pricing structures for current and new customers.
- Oversaw the training of new Account Specialists.
- Coordinated closely with multiple departments to create a smoother workflow and ensure customers' needs and orders are completed and expectations of clients are upheld.
- Visited clients and participated in tradeshow.
- Manage international accounts; drafted Distributor Contracts and Registration documents for import of goods into foreign countries.
- Prepared documents for custom products according to company/country regulations.
- Utilized Syspro to maintain, update, and track the progress of sales orders along with Salesforce to communicate with clients.

Purchasing Agent

- Communicated with suppliers and internal personnel to maintain an up to date inventory to ensure smooth operations productivity.
- Negotiated with current and new suppliers on pricing; participated in decisions in regards to choosing suppliers that best fit company needs.
- Maintained a comprehensive status of all purchase order.
- Upheld contact with suppliers in China, acted as a liaison between the suppliers and company; providing both translation and communication between the parties.
- Assisted in Accounts Receivable & Payable to ensure ledgers are updated.

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EMPLOYABLE SKILLS

- Ability to articulate and relay information in an effective and efficient manner both written and verbal
- Strong analytical, research and organizational skills
- Excellent people skills, works well in group projects/team environments
- Proficient in use of computer programs: Microsoft Office, Syspro, Salesforce, and NetSuite
- Quick learner and attentive to details
- Flexible and eager to take on multiple task/roll