

MICHAEL POON

Flat 2, 13F, block B, garden vista, Shatin· 7073 1977

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<https://lopplopp.github.io/Michael-portfolio-v2/>

EXPERIENCE

ORIENTEK SCAFFOLDING - MARKHAM, ON

Logistics Specialist & Sales Administrator (May 2021 – Feb 2024)

- Maintained and nurtured long-term client relationships, ensuring proactive account management.
- Created tailored product and pricing lists, enhancing ordering efficiency for over 30 clients.
- Spearheaded the implementation of Microsoft Teams, optimizing internal communication and workflow.
- Acted as bridge between overseas vendors and customers, ensuring smooth communication and issue resolution.
- Managed and organized shipment documents through a centralized system, streamlining processes.
- Collaborated with freight forwarders to ensure timely shipping and identify cost-effective routes.

DISCUS SUPPLY CO - TORONTO, ON

Product Pricing Analyst & Customer Service Representative (Sept 2018 – May 2021)

- Conducted competitive pricing analysis, using data insights to develop strategies that improved market positioning.
- Analyzed customer purchasing patterns for over 50 clients, optimizing their inventory management.
- Maintained strong communication between vendors suppliers and customers to ensure efficient operations.
- Support the sales team by determining competitive customer pricing and assisting in new product pricing strategies.

PROJECTS

AnimeVault | React, HTML, TailwindCSS

<https://lopplopp.github.io/anime-vault/>

Created a responsive web app for exploring detailed information on anime from various seasons.

- Developed a dynamic multi-page application with React to enhance user navigation through seasonal anime releases.
- Utilized the Jikan API to retrieve up-to-date anime data from MyAnimeList.
- Styled the interface with Tailwind CSS to ensure a modern and engaging user experience.

HoloStream | JavaScript, React, HTML, CSS

<https://holostream.netlify.app/>

Developed a responsive web application to track YouTube channels, showcasing current and upcoming live streams.

- Built a dynamic single-page application using React for a seamless user experience.
- Integrated Holodex API to retrieve real-time data on YouTube channels.
- Designed an intuitive interface with Tailwind CSS and custom vanilla CSS.

EDUCATION

RYERSON UNIVERSITY

Business Technology Management (2011 – 2017)

SKILLS

- Languages: Fluent in English, Cantonese, and Mandarin
- Technical Skills: JavaScript, HTML5, CSS, React, Tailwind
- Software Proficiency: Microsoft Word, Excel, PowerPoint, Business Vision