



AMANDA DONG


SALES / PROJECT MANAGER

CONTACT

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SKILLS

➤ TECHNICAL

- PYTHON
- PySpark/Spark
- Apache Hadoop
- SQL
- R Studio
- STATA
- EViews
- Adobe Photoshop
- Microsoft Office Suite
- Social Marketing
- Data Analysis and Forecasting
- Compiling Statistics
- Database Management
- Quantitative Reports

LANGUAGES

- English (fluent)
- Chinese (native)
- Japanese (basic)

PROFESSIONAL SUMMARY

SALES/PROJECT MANAGER

Experienced and driven Sales Manager with a proven track record of exceeding goals and increasing sales volume and company presence. Results driven individual with a niche for increasing revenue streams and developing long lasting and effective client relationships. Bringing forth the ability to develop and implement data-based business plans that lead to increased sales. Adept in leading brand and sales training workshops and managing teams to achieve goals. Currently completing master's degree in data science and looking to establish my future career in a data industry.

PROFESSIONAL EXPERIENCE

DUTY FREE SALES MANAGER

Two Eights (Australia) Pty Ltd T/A DMG Fine Wine Brand(s) | Sydney | 2018 – Present

- Managing sales teams across Australia's key airports and local market
- Relationship building with relevant parties within duty free retail environment
- Initiate and take lead of new sales projects – Home Delivery and Maven
- Project manager of web development on NopCommerce
- Leading project for APP development for brand and database building via Azure DevOps
- Accomplishments - Continue to increase company's profitability from the duty-free retail spaces.
- Accomplishments - Sales projects are successfully running; its return has proved its longevity within our business.
- Accomplishments - Development projects for websites and APP are completed within strict time and cost constraints.

ADMINISTRATION & SALES REPRESENTATIVE

Two Eights (Australia) Pty Ltd T/A DMG Fine Wine Brand(s) | Sydney | 2016 – 2018

- Continuously meet sales target by providing depth knowledge in brand & products and able to facilitate customer for purchasing
- Illustrate high problem-solving skills when encountering all sorts of emergency
- Monitor and manage carefully of daily sales and cash management, and giving accurate record of stock availability
- Giving appropriate and quick response to daily email, incoming tele-enquiry and shop visitors
- Require team collaboration in keeping store running smoothly
- Accomplishments - Exceeded existing targets and set a new precedent for generating sales during a probationary period

A M A N D A D O N G

SKILLS

➤ PROFESSIONAL

- Executive Presentations
- Competitive Market Positioning
- Account Management
- Client Needs Assessment
- Consultative Solution Sales
- Sales and Pricing Strategy
- Business Management

QUALIFICATIONS

- RSA

AWARDS

TOP SALES PERFORMER
DMG Fine Wine | 2017

VOLUNTEER

- Sydney Matters
- Jury Service
- Stream Watch

INTERESTS

#Travel #Wine #Food
#Trading

EXPERIENCE

RECEPTION & ADMINISTRATION

AOS Investment | Sydney | 2016

- Welcomes visitors by greeting them, in person or over the telephone, having knowledge in properties that company have and be prepare in answering or referring inquires
- Maintained decent relationships with all investors and constantly update their personal information in client system
- Maintain and update company's website using given system
- Familiar with paperwork and able to generate require legal documents
- Accomplishments: Redesigned the scheduling system for the office thereby ensuring accuracy in appointments

EDUCATION

MASTER OF DATA SCIENCE | DATA SCIENCE

University of Sydney | Camperdown

Intending Course: Machine Learning | Cloud Computing | Computational Statistics | Predictive Analysis
2020 – Current

GRADUATE CERTIFICATE OF DATA SCIENCE | DATA SCIENCE

University of Sydney | Camperdown

Intended Course: Data Fundamental | Algorithms | Statistics | Database Management
2020 – Current

BACHELOR OF COMMERCE | FINANCE & FINANCIAL ECONOMICS

University of New South Wales | Kensington
2015 - 2018

REFERENCES

GERATH REYNOLDS

GLOBAL TRAVEL RETAIL & EXPORT
MANAGER
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MACK QIU

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