

HYEON SANG LEE

SUMMARY

Experienced in project management with global clients. Skilled in prospecting whole supply chains and collaborate with them in order to meet the goal of projects. Pursued tight linkages with clients to research their requests and feedbacks. Handled various types of documentation and SAP.

CAREER

August 2020 – June 2021 | Zuellig Pharma Korea

Client Service Specialist

- Manage 80+ of clinical trial logistics projects with both domestic and global clients.
- Set project manual and encourage both internal and external colleagues to follow the instruction.
- Handle and organize relevant documents written in KOR or ENG.
- Monitor whole project workflow from goods receiving to destruction of investigational products. (Goods Receiving – Secondary Packaging – Outbound Delivery – Return and Destruction)
- Report inventory data to clients and handle SAP and IWRS in order to manage current stock information.
- Prepare KPI report to evaluate project performance.

EXPERIENCE

May 2017 – July 2017 | MSU Students Housing

Conference Assistant

- Communicated with clients as a point of contact.
- Managed facility conditions and handled customer complaints.

January 2016 – December 2017 | MSU Korean Students Association

Member, Vice-President (May to December 2017)

- Managed budget for the school festival and student contact information

Mar 2014 – December 2017 | DCU Dual-degree Students Association

President

- Assisted the Dual-degree classes, forwarded the program-related information to students, and managed student data to assist the program administration.



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EDUCATION

Jan 2016 - Dec 2017

Mississippi State University,

Bachelor of Arts and Sciences, Political Science,

GPA: 3.73 / 4.0

Mar 2014 - Feb 2018

Catholic University of Daegu,

Bachelor of Global Business, Political Science,

GPA: 4.2 / 4.5

Skill Highlights

Supply Chain Management

Project Management

Customer Relationship Management

Communication

Microsoft Office

Software Programming

Skill Highlights

Korean – Native

English – Advanced

Chinese - Novice