

丁童童 Tongtong Ding

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Summary 个人简介

Experienced Buyer with comprehensive knowledge of supply chain management and global logistics. Skilled in Negotiation, Team leadership, Inventory management, Products Import/Export Process as well as strong communication skills. Proficient in HTML, CSS, JavaScript, Node.js, React.js, Windows and Mac OS operating system.

全球物流专业研究生毕业, 具有丰富的供应链物流管理和全球化的专业知识, 在商业谈判, 库存管理, 团队合作, 进出口贸易方面具有丰富的经验, 熟练中英文交流, 有较强的沟通能力。精通常用的编程语言, 具备网页全栈开发的能力。

Education 教育背景

W. P. Carey School of Business at Arizona State University, Tempe, AZ

亚利桑那州立大学凯瑞商学院 (美国前三十商学院)

- Master of Science in Global Logistics (MSGL) 全球物流管理硕士 May 2017
Awarded MSGL Program Scholarships 学校奖学金直升硕士
- Bachelor of Science in Supply Chain Management, GPA 3.75/4.0, Awarded Dean's List 3 years May 2016
供应链管理理学学士 (美国供应链专业第三) GPA 3.75 / 4.0 院长嘉许名单三年

Coding Bootcamp at University of Arizona, Gilbert, AZ

亚利桑那大学编程

- Certificated Full-Stack Web Development 网页全栈开发 August 2020

Professional Qualifications 专业能力

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|--|-------------------------------------|--|
| • Distribution/Logistics
分销/供应链 | • Negotiations
商业谈判 | • Cross-Cultural Collaboration
多文化团队合作 |
| • Warehouse/DC manager
仓库/物流中心管理 | • Transportation Management
运输管理 | • Native Fluency Mandarin/English
中英文熟练掌握 |
| • Inventory Management
库存管理 | • Forecasting
市场预测 | • Full-stack web development
网页全栈开发 |
| • Cost Analysis and
Reduction
成本分析 | • Team Leadership
团队领导力 | • HTML |
| | | • CSS |
| | | • JavaScript |
| | | • Node.js/ Express.js |
| | | • Database Theory (MySQL, MongoDB) |
| | | • React.js |

Supply Chain Management Project 供应链项目

Four Peaks Brewery Project, Arizona State University

- Collaborated with a team to analyze what the manager of Four Peaks needed to consider about Anheuser-Busch InBev's acquisition of the company. Used PEST analysis, portfolio analysis, and considered distribution, customer relationship management, purchase and production, and policy and license to measure the impact of this sale.
- 与团队合作分析“FourPeaks”的管理层在考虑百威集团的收购时需要考虑的问题。使用了PEST分析、资产组合分析, 并考虑了产品分销, 客户关系管理, 购买和生产以及政策和许可, 衡量此次收购的影响。

Global Supply Chain Network Optimization, ZTE Corporation

中兴通讯全球供应链市场网络优化

- Collaborated with a team to study and define the most updated methodology to design the ZTE network in Europe and West Asia, helped reduce the lead time from 8-12 weeks to less than 4 weeks, and provided suggestions on how to use Big Data, digitization and Internet of Things to forecast the market demand ahead of competition.

- 与团队合作研究和定义设计欧洲和西亚中兴通讯网络的最新方法，帮助将交货时间从 8-12 周减少到少于 4 周，并提供有关如何充分运用大数据，数字化和物联网技术可以在竞争之前预测市场需求。

Professional Experience 工作经验

International Flora Technologies, Ltd. Chandler Arizona

International Sales Coordinator

August, 2018-Present

国际市场销售专员

2018 年-至今

- In charged of Asian Market, Australia, New Zealand and part of USA market.
- 负责亚洲，澳大利亚，新西兰以及部分美国市场的管理
- Handling and processing international orders in accordance with ISO procedures
- 按照标准 ISO 程序处理国际订单
- Communicate with customers/distributors for products and answer inquiries.
- 与客户/经销商沟通产品的订购及咨询回复
- Complete appropriate forms, prepare paperwork for product shipment, including customs (international) paperwork
- 制定合适的表格，准备产品国际运输文件，包括海关清关（国际）文件
- Monitor customer shipments to ensure on-time pick-up and delivery of goods and services
- 监控客户出货量，以确保按时取货和交付商品和服务
- Act as liaison with company warehouse and applicable freight forwarders on freight issues.
- 关于货运问题与公司仓库和货运代理进行联络

Better Direct LLC, Tempe, Arizona

Purchase Specialist/Account receivable

July, 2017 – Aug, 2018

采购专员 / 出纳

2017 年 7 月-2018 年 8 月

- Familiar with SEWP and GSA government contract and responsible for submitting invoices in different federal portals
- 熟悉 SEWP 和 GSA 政府合同，并负责在不同的联邦门户网站中提交发票
- Capable of evaluating supplier's quote and negotiating with suppliers to maximize the profit
- 能够评估供应商的报价并与供应商进行谈判以使利润最大化
- Plan, schedules, and administrates multiple purchase orders to ensure all products are delivered on time
- 计划，安排和管理多个采购订单，以确保所有产品均按时交付
- Inspect and test products for accuracy and quality, prepare international export paperwork
- 检查和测试产品的准确性和质量，准备国际出口文件
- Follow-up with suppliers and customers. Acts as intermediary between vendors and end user to resolve cost and schedule issues, to satisfy customers
- 跟供应商和客户进行跟进。作为供应商和客户之间的中介，解决成本和货物安排的问题，令客户满意
- Collect invoices in a timely manner
- 及时收集发票

Volunteer

Member of ASU Chinese Student and Scholars Association

August 2013-May 2016

亚利桑那州立大学中国学生学者联谊会新闻部

2013 年 8 月-2016 年 5 月

- Write and edit articles in Chinese/English to help new students adapt to new culture and environment
- 用中英文撰写和编辑文章，以帮助新生适应新文化
- In charge of posting event news and articles on Facebook, Weibo and WeChat
- 负责在 Facebook，微博和微信上发布活动新闻和文章