

Consultant, Ryan Marshall

Date: April 2013

Sep 2010 – Present**Iriso Electronics (Hong Kong) Ltd.****Sales and Accountant Assistant**

- Planned forecasting monthly requirements and raised orders.
- Visited Japanese customers in Guangdong area in China in order to obtain their needs.
- Correspondent with our factories to solve deadline problems with using Japanese, English, and Chinese.
- Prepared voucher for A/R and A/P by excel format.
- Issued cheques for company and sales' expenses such as courier services, office supplies, and so on.
- Arranged accommodation bookings for all incoming overseas guest and staff.

Nov 2007 – Aug 2010**Nissei Ushiyama (Hong Kong) Limited****Sales Representative**

- Handled shipping documents as performing customs declaration and preparing all necessary documents for export.
- Provided a high level of customer service and client relations for overseas customers such as issuing quotations, purchasing orders and invoices.
- Managed staffs' MPF, which is a pension plan in HK, compensation insurance, and monthly payroll.
- Managed all banking related tasks such as managing petty cash, issuing cheques, and telegraph transfer to customers.

Jan 2003 – Sep 2004**MCI WorldCom Asia Pacific Limited (Hong Kong)****Conferencing Consultant**

- Received phone calls from Japan and made a booking for telephone conferencing.
- Facilitated telephone conferences in English and Japanese and manipulated devices for recording telephone conferences.
- Monitored staffs' tardiness.

Apr 2000 – Mar 2002**Sophia Enterprises, Inc. (California, USA)****Project Coordinator**

- Translated legal/government documents such as family registers, medical certificates, car registers.
- Managed the schedule of freelance translators.
- Coordinated translation project as contacting with clients, choosing a translator, and submitting the translation by deadline.
- Assisted public relations and marketing.
- Calculated translators' monthly salaries.

EDUCATION

Apr 1998 – Mar 2000

University of California, Los Angeles

Bachelor of Arts in Linguistics

Sept 1995 – Dec 1997

College of the Desert

Associate of Arts in Liberal Arts with High Honor