

NAMSIK YOON

Bilingual Procurement & Supply Chain Specialist

@vskatlr@gmail.com 617-775-8728 Austin, TX vskatlr-hash.github.io/nsyoon



SUMMARY

“Bilingual Procurement Associate with 6+ years of experience in supply chain operations, vendor management, and international logistics. Proven track record in cost optimization, project purchasing (\$6M+), and data-driven inventory management. Expert in bridging communication gaps between Korean and English-speaking stakeholders.”

EXPERIENCE

Sales Assistant Manager (Procurement & Project Mgmt) Kitz Corporation of Korea

Aug 2019 – Aug 2025 Busan, South Korea

- Procurement & Vendor Management:** Managed procurement and supply chain operations for 60+ international EPC projects (e.g., HEC-Shaheen \$6.0M), securing high-quality materials and aligning production/shipment schedules.
- Cost Optimization:** Sourced alternative suppliers and negotiated pricing, achieving significant cost recovery and securing new awards (e.g., Orot Rabin \$266K).
- Logistics & Compliance:** Handled end-to-end export/import documentation (Invoices, Packing Lists, FTA CO) and resolved delivery delays and claims to ensure timely delivery.
- Data Management:** Developed a material shipment tracking system using Excel to monitor inventory levels and prevent stockouts.
- Cross-Functional Collaboration:** Partnered with Operations, Finance, and Sales teams to reconcile invoices, managing Liquidated Damages and outstanding payments.

Intern (Sales & Inventory Support) Seoul Trading USA

July 2017 – June 2018 New Jersey, USA

- Process Automation:** Automated manual sales reporting using Microsoft Excel, significantly reducing daily work hours and improving data accuracy.
- Inventory Accuracy:** Led a department-wide physical stock count to reconcile system discrepancies, resolving internal cost issues related to damaged/expired goods.
- Sales Growth:** Analyzed sales data by item and category, contributing to a **5% annual revenue increase** in 2018 and a 10% YoY growth in Jan 2018.
- Logistics Oversight:** Prevented major shipping errors (e.g., correcting destination misroutes between NY and Chicago) through meticulous verification of order details.

Staff (Production & Maintenance) JBM

Jan 2010 – Feb 2013 Ulsan, South Korea

KEY SKILLS

- Procurement Operations
- Vendor Management
- Supply Chain Logistics
- Cost Negotiation
- Inventory Control
- Project Management
- Microsoft Office (Excel)
- ERP Systems
- QuickBooks Knowledge
- Import/Export Docs

LANGUAGES

- Korean (Native) ● ● ● ● ●
- English (Advanced) ● ● ● ● ●

STRENGTHS

- Problem-Solving
- Cross-Functional Teamwork
- Attention to Detail
- Time Management

ACHIEVEMENTS

- New Business Award**
Secured \$160K order for Gongju Nat'l Gas Power Plant by generating new sales opportunities.
- Client Relationship**
Re-established business with HP valves through strategic technical meetings, leading to multiple project awards.

- **Cost Reduction:** Transitioned outsourced manufacturing processes in-house, significantly reducing external production costs.
 - **Process Efficiency:** Developed efficient production methods for CNC machinery without existing design data, reducing overall processing time.
 - **Production Planning:** Managed production schedules and material purchasing to ensure on-time delivery.
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Manager (Restaurant Operations)

KABORAE

📅 Aug 2014 – Mar 2015

📍 Auckland, New Zealand

- **Store Management:** oversaw daily operations, including inventory ordering, supplier relations, and staff scheduling.
- **Bilingual Service:** Provided simultaneous interpretation for supplier contracts and managed diverse customer inquiries.

EDUCATION

B.A. in Business Administration (GPA: 4.17/4.5)

Daegu University

📅 2017

📍 South Korea

- **Coursework:** Data Analysis, Accounting, Financial Management, Business Statistics (Achieved A+ in all quantitative courses).

B.A. in English Language & Literature (GPA: 3.92/4.5)

Daegu University

📅 2017

📍 South Korea

Int'l Trade & Business Training

Japan Overseas Field Training

📅 Feb 2017

📍 Tokyo, Japan

- Conducted market research at the Tokyo Gift Show and participated in trade simulation projects focusing on tariffs and logistics costs.

LICENSURE

- Forklift Operator License (2021)
- Computer Application Proficiency Certificate – Level 1 (2019)