

Bingqing Xu

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SUMMARY

A trilingual MBA in Marketing and two Bachelor degrees of Associate of Arts in General Studies and Logistics & Supply Chain Management graduate from Missouri State University; seeking a Logistics or Supply Chain Services opportunity to contribute my education, skills and experiences to the success of an organization. I am a results-driven, detail oriented team player with strong analytical and organizational skills.

EDUCATION

Missouri State University, Springfield, MO

Master of Business Administration in Marketing

Aug 2013

Relevant courses work completed: International Marketing, Seminar of Supply Chain Management, E-Marketing, and Marketing Management

Bachelor of Logistics & Supply Chain Management

May 2011

Relevant courses work completed: Introduction to Logistics, Logistics Models, Supply Chain Management and Sustainability, Logistics and Supply Chain Strategy, International Logistics and Global Supply Chain Management, and Managerial Cost Account

Liaoning Normal University, Dalian, China

Bachelor of Associate of Arts in General Studies

May 2011

PROFESSIONAL EXPERIENCE

NEW LED USA Inc., Waukegan, Illinois, USA

Sept 2013 -

Management Analyst/Logistician

- Consistently achieved net operating profit over 50%
- Implemented promotional strategies and developed key classifications directly responsible for volume increase
- Developed electronic and direct communication networks supplying products knowledge to sales staff and impacting strategic planning of vendor programs
- Instituted e-mail communication strategies and status-tracking efforts
- Visiting key clients to build relationships and identify their key needs
- Monitored all operations, including quality controls, inventory controls, and controlling the order cycle
- Oversaw dispatching, routing, tracking, and shipping activities to ensure safe, prompt, and accurate delivery of transportation equipment
- Served as liaison between companies/organizations and government

Hangzhou Electrolux Co., Ltd., Hangzhou, China

Jun 2010-Aug 2010

Logistics Department Internship

- Received, filled and transferred "Purchase Order", "Packing List" to related Dept
- Prepared export-import documents (Such as: B/L, S/O, Invoice, P/L, Import license and other Chinese government, such as Zhejiang Electronic Port required document)

- Assisted working with freight forwards to finish customs clearance and CIQ process timely
- Assisted in sourcing/procurement, cost control, new product introduction, OEM management, warehouse management, container design, manufacturing and quality control
- Worked with a Logistics department on layout design of various containers and transport timing verification
- Operated EMS (Elecxtrolux Manufacturing System), systemize the whole processes for company
- Collaborated with process engineers, supplier quality engineers and suppliers to improve process yield and reduce material defects
- Developed a training manual for future company employees

Hangzhou Association of Logistics Management, Hangzhou, China Jun 2012-Aug 2012

Logistics Department Internship

- Conducted price negotiations
- Produced supplier relationship building and management to maintain sales

OTHER EXPERIENCE

Compass Group Chartwells Inc., Springfield, MO, USA

Sept 2010- May 2013

Customer Service

- Managed daily sales and served an average of H customers per meal
- Handled merchandise and accurately maintained all cash at register
- Totaled cash balance and reconciled credit card tapes for bank deposits

LANGUAGE & SKILLS

- Tri-Lingual - fluent in English, Mandarin & Cantonese
- Advanced in Microsoft Word, PowerPoint, Access, and Excel (Picot Table, Vlookup, Micros, Sort & Filter, Graphs, Equations), Adobe Suites, SQL
- Windows system and software maintenance and reinstallation; computer hardware assembly