

DONGMEI SONG

130 Muret, Ct, Wheeling, IL, 60090. Cell (224)-425-7270. dlsongdongmei@hotmail.com

SUMMARY OF SKILLS

- Excellent customer service.
- Proficient in Microsoft (Excel, PowerPoint, Word) fishbone charts and photoshop.
- Planning, Scheduling, Expense Reports.
- Outstanding organizational, time management, prioritizing, data entry.
- Knowledge of sales and budget tracking, analysis.
- Ability to manage accounts and merchandise for multiple clients, vendors and territories.
- Complete knowledge of supplies, equipments and services ordering and inventory control.
- Bilingual: Mandarin, English
- Need H1b Sponsorship

EXPERIENCE

Dalian Shilijia Garment Co, Ltd, China

Marketing Intern, 05/2011-08/2011

- Work in a cross-functional team assisting in clothing development and brand management.
- Manage the Category Line Review database to maintain accurate product, costs, and other financials.
- Conduct cost-benefit analysis of promotion campaigns to identify various payout scenarios.
- Present new clothing to the packaging team to help in the selection of appropriate graphics and package dimensions.

Dalian Sunfed Fashion Co,Ltd, China

Assistant Buyer Intern, 02/2012-04/2012

- Assisted Senior Buyer in Women's tailored clothing purchases.
- Forecasted consumer buying patterns based on sales trends and economic conditions monitoring.
- Observed and managed stock levels within department and contributed to preparation and execution of financial plans.
- Ensured timely and efficient product flow by partnering with vendors and distribution centers and shipment tracking.

Giant Stone, LLC, Pittsburgh, PA, USA

Marketing Intern, Product Manager Assistant, 08/2014-10/2014

- Develop marketing plans and programs.
- Collaborate with marketing leadership and other marketing team members.
- Create a tactical plan and calendar based upon the defined strategies.
- Define a measurement program to assess the effectiveness of marketing tactics and optimize for greater performance.
- Partner with Promotions and Events team to develop and execute sponsorships and solo brand events.
- Supports sales presentations by assembling quotations, proposals, videos, slide shows, demonstration and product capability booklets; compiling account and competitor analyses.

Ports 1961, Chicago, IL, USA

Sales Associate and Stock room advisor, 06/2014-07/2014, 10/2013-Now

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- Offered customers assistance in locating store merchandise and accurately processed sales transactions. Teamed with other associate in collaborative manner to efficiently complete important maintenance.
- Assisted with weekly in-store sales promotions set-up and inventory audits
- Conducted detailed daily, weekly business review based on historical, current trends.
- Forecasted and streamlined off-price inventory for outlets.

EDUCATION CONCORDIA UNIVERSITY CHICAGO

Master of Business Administration, graduated in Aug 2014
GPA 3.7

EASTERN LIAONING UNIVERSITY

Bachelor of costume design and engineering, July 2012
Marketing management certification, 2011

ACTIVITIES Co-president of International Students Organization, CUC, 2013-2104

Vice President, Student Union of Eastern Liaoning University, 2012

Volunteer as a Chinese teacher, Church 2014