

# LONG HUANG

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**EDUCATION:**  
02/2008-01/2011

**Guangzhou University** / Guangzhou, China  
Undergraduate diploma of English

**EXPERIENCE:**  
03/13-12/14

**ThreeSixty Sourcing Group Company.** Guangzhou, China  
**Account Executive**

- Developed new product, collected and analyzed the sundry new supplier and existing supplier cost, arranged sample and safety test for product and package before production.
- Handled more than 10 difference factories for each project, sent E-mails or made calls to suppliers and USA client to monitor product status, quality issue and delivery schedule.
- Visited factory for schedule and quality follow up in peak season, made sure everything on track.
- Played a key role in consulting and developing bench strength for suppliers and client.

02/11-02/13

**Imago (Shenzhen) Company Limited.** Shenzhen, China  
**Senior Merchandiser**

- Found the sundry through internet, compared new suppliers cost with existing supplier's, then determined placing the order to the valuable supplier, have difference suppliers resourced with cheap cost.
- Arranged the safety test and supported suppliers and client settle quality or potential issues during the mass production.
- Inspected the goods after got client approved sample and made sure the schedule on time.
- Led and helped out teammate on daily tasks, arranged them attend China, HK trade fair to source various suppliers.

06/06-09/10

**Hallmark (Shenzhen) Company Limited.** Dongguan, China  
**Merchandiser**

- Merchandised related activities for Japanese printed products from sourced, developed new product and located new vendor opportunities, quotation, cost negotiations, sampling and order follow up.
- Performed factory audit for new vendors, followed up over 70 programs (more than 800 SKUs) for difference products in the peak season.
- Settled the quality, production, delivery issues with factories, make sure vendors and client keep long term relationship.
- Monthly conference call with Nihon team, independence finished the agenda, sum up the schedule of vendors' production and reported client currently status for importance projects.

**COMPUTER  
SKILLS:  
LANGUAGE:**

Proficient in Microsoft Word, Excel, Photoshop and PowerPoint.  
Knowledge of Quick Base, secretary certification.  
Fluent in Chinese (Mandarin and Cantonese) and know a little bit Korean.