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# AIYAO OUYANG

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## SALES REPRESENTATIVE

Data Analysis | Supply Chain | Business Administration | Marketing  
Inventory Control | Shipping & Receiving | Storage | Logistics Operations

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## CORE SKILLS AND COMPETENCIES

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|----------------------------------|------------------------------|---------------------------|
| • Supply Chain Operations        | • Purchasing/Procurement     | • Vendor/Client Relations |
| • Inventory/Stock Control        | • Contracts/Negotiations     | • Coordination/Planning   |
| • Fluent in English and Mandarin | • Business Administration    | • Public Speaking         |
| • Communication (Written/Oral)   | • Reports/Documentation      | • Warehouse Operations    |
| • Administration Work            | • Resolving Logistics Issues | • Team Leadership         |

**Technical Skills:** Oracle Crystal Ball, Microsoft Office (Access, Excel, Word, PowerPoint, Outlook, Project)

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## EDUCATION

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### Master Of Business Administration - Supply Chain Management

2011-August 2014

Arkansas State University, Jonesboro, AR. Current GPA:3.46

- Gained valuable skills and knowledge common to the logistics industry, including warehousing, material coordination, stocking, inventory control, transportation control, purchasing, ordering, shipping and receiving.
- Analyzed data in Oracle and Excel creating forecasting models.
- Developed strategic plan for Associated Radiologist, LLC.

### Bachelor of Science in Statistics

2006-2011

South China Agricultural University, Guangzhou, China

- Researched business growth models using SPSS and SASS statistical software.

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## CERTIFICATE

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### Certified in Transportation and Logistics (CTL)

Will be achieved in August, 2014

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## PROFESSIONAL EXPERIENCE

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### Financial Planning Intern

January-May 2010

Financial Planning Department - Agricultural Bank Of China (ABC) - Beijing, China

- Verified the supporting documents of receipts, payments, purchases, revenues, expenses, and reconciliation statements.
- Assisted lobby manager for customer service, including coordinating customers and promoting financial products to potential customers.
- Have excellent communication skills and capable of correspondence, filing, documentation, clerical, and data collection.
- Customer oriented team player with strong collaborative qualities and a positive attitude.

- Able to work in unpredictable, fast paced environments with minimum supervision and multitasks effectively to meet deadlines.

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## LANGUAGES

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**English**, *Fluent* **Chinese**, *Native Language*, **Cantonese**, *Intermediate*.

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## REFERENCES

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DR. C. WILLIAM ROE  
ASSOCIATE DEAN  
Director of Graduate Business Programs  
Arkansas State University  
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