
JUNTAO LIAO

34662 Fielding Ct, Fremont, CA 94555 · (510)586-8180 · LinkedIn: [//goo.gl/cRIYID](https://goo.gl/cRIYID)

OBJECTIVE

To obtain a position that will enable me to use my strong professional skills, educational background, and ability to work well with people.

TECHNICAL SKILLS

Fluent in English, Native in Chinese
Beginning in C++, Linux, and Project Management
QuickBooks, Microsoft Office, Putty, Visual Studio 2013

CERTIFICATION

HACCP Basic for Processors and Manufacturers, NEHA HACCP MANAGER

EXPERIENCE

Win Woo Trading, LLC

HAYWARD, CA

Credit Analyst/ Assistant General Manager

December, 2013-Present

- Analyze credit history, evaluate credit risks, and forward long/short suggestion to traders
- Act as a liaison among departments to solve issues like short delivery, product damage, and invoices adjustment.
- Execute commands from IT department, such as server update, printer/VOIP maintenance, and ERP system debug
- Processing pre-collections notices assist sales people open new customer account
- Lead shipping and receiving schedule, daily inventory routine among 1000 products
- Perform business regulations from CDPH, FDA, USDA and OSHA

Vonder International Logistics Co., LTD,

BEIJING, CHINA

Summer Intern

June 2011- August 2011

- Ensured customs clearances by monitoring all conducted cargo
- Constructed warehouse receipt backup for \$35million annual amounts of import,
- transferred information into ERP system
- Contacted customs broker 24/7 for any business requests

EDUCATION

California State University, East Bay, Hayward, CA

B.S in Business Administration,

September, 2010 - December, 2012

(Operation and Enterprise Resources Management)

CIBT School of Business, Beijing, China

September, 2008 - June, 2010

(Business Administration)