



SHUAI ZUO

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Summary

Experienced and self-motivated manager with valuable industry experience and management enthusiasm. Result-oriented and has a proven track record of working with team members to achieve goals. Having extensive experience in the retail, automotive, insurance, and rubber industries and is adept at effectively managing all operations. Having a strong sense of enterprise and responsibility can face any difficulties and challenges.

Experience



Administration Manager

JIANLONG Rubbers Co., Ltd.

2018 - Jun 2018 (6 months)

- ◆ Assisted the CEO to upgrade the existing factory, reasonably refined the working area and storage area, and improved the work efficiency by 30%.
- ◆ Classified more than 3,000 products of the company and archived and optimized the production process.
- ◆ By providing employment opportunities for more than 20 disabled people and obtaining tax breaks from the government, the company increased its profits by 13%.



Customer Manager

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Aug 2016 - Jul 2017 (1 year)

- ◆ Established and maintained customer relations at the rate of developing more than 3 new customers per month, excavated and developed more than 40 new customers.
- ◆ Signed new contracts with dozens of important customers, and the total insured amount exceeded \$5 million, ranking among the best in performance.
- ◆ Obtained the highest honor of the event organization "Diamond Member" for 12 consecutive months.
- ◆ Participated in the preparatory work of the branch, coordinated the staff, planned and led 7 production and sales fairs and public speeches.
- ◆ Assisted the supervisor in recruiting and training 16 new employees, and improved the overall sales performance by more than 50%.

Education



University of Tennessee, Knoxville

undergraduate, MANAGEMENT - DUAL CONC. INTERNATIONAL BUS

Aug 2014 - May 2020

Between 2016 and 2018, I took a break from my studies and returned to China to work for 2 years

Skills

General Management • Team Leadership • Problem Solving • Business Strategies •
Interpersonal Communication Skills • Time Management Skills • Financial Analysis •
Multitasking Skills • teamwork Skills