

Shuying (Kelly) Shen

Gender: Female
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Education Experience:

Zhejiang Gong Shang University

Sept.2002- Jul.2006

Bachelor of Art, Business English CET-6

Professional Experience

APCO Worldwide Co., Ltd

May.2014-Present

Administrative assistant & CEO assistant

- Office daily duty support as assigned
- Arrange travel schedule. Ticket booking and Meeting appointment for manager director
- Research, price and purchase office furniture and supplies
- Set up and coordinate meetings and conference
- prepare and modify documents including correspondence, reports, drafts, memos and emails
- coordinate and maintain records for staff, telephones, parking and petty cash

Shanghai U-CARD Technologies Co., Ltd.

Dec.2012-Apr.2014

Sales Manager

- Successfully acquire more than 5 new customers from multiple channels including industry website, and professional trade fairs and provide outstanding customer services to prospective clients and existing customers to fulfill their requires and orders to close the deals.
- Successfully manage 4 key accounts via regular visits to understand their development needs and offering world class customer services to further improve the customer relationship and royalty to win repeating orders.

- Effectively communicate and coordinate with customers and manufacturing team to ensure the customer needs met while maximizing manufacturing facility output to generate sound margin for the company.

Zhejiang Hua Xing Garments Co., Ltd

Dec.2006-Nov.2012

Merchandiser

- Successfully acquired more than 10 new customers from various sources including internet and trade fairs by providing strategic winning quotation and outstanding customer services to prospective customers to close the deals.
- Effectively managed daily communication with customers and manufacturers to better understand customers' demand including product specifications, demand volume, request on delivery date and cooperate with manufacturers to efficiently leverage the production capability to ensure the order could be fulfilled and deal closed.
- Closely followed up with each team and successfully managed the whole process; arranged samples for customers, developed winning quotation based on the market info, and arranged shipment to ensure the orders to be delivered as agreed thus driving customer experience and raise customer royalty.

Other Skills:

Excellent skills in Adobe Photoshop, OFFICE related computer applications