

JOHN SMITH

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OBJECTIVE

Entry-level Business Analyst or Internship in Operations, Supply Chain Management, Logistics, Procurement or Management, Strong Skills for Communication with Business Operations in China

EDUCATION

Master of Science in Operations Design and Leadership, Worcester Polytechnic Institute, MA February 2010

Related Coursework GPA: 3.5

Supply Chain Analysis & Design Lean Process Design Operations Management International Logistics and Procurement Modeling and Optimizing Process Project Management Global Technology Marketing

Bachelor of Business Administration in International Trade and Economic

Jiangsu University, Zhenjiang, China

June 2006

Exchange student in Daegu University, North Gyeongsang Province, South Korea

January 2005

WORK EXPERIENCE

Panasonic Home Appliance Company Ltd, China

Supply chain Analyst & Coordinator

January 2006 – January 2008

- Forecasted and ordered production and shipment of over 20 million units per month, analyzed sales data to accurately meet demand and emergency orders.
- Ordered, tracked and monitored inventory of suppliers and finished goods system.
- Worked intensively with Excel on sales, inventory and product return data analysis that yielded potential improvements in production planning and optimized inventory space usage.
- Coordinated the Production: Home appliance productions launched inbound logistics from China, conducted timely information processing on shipping and receiving between territories.
- Organized data in Excel spreadsheet that enabled more accurate inventory replenishment for retail demo in fast changing environment.
- Collaborated with Finance department and IT department in Vendor Management Inventory Project.

Worcester Polytechnic Institute

Research Assistant

September 2009 – December 2009

Worked with Prof. Justin Wang in the *economic value of Fallon Community Health Plan to Worcester city* project

- Collected data through interviews with patients, physicians, health care administrators and other health plan providers in Massachusetts.
- Analyzed data and processes, proposed feasible improvement suggestions on the future development of Fallon Community Health Plan in Worcester on Massachusetts area.

Teaching Assistant

Worked with Prof. Arthur Gerstenfeld on teaching Operation Management course for undergraduates.

- Organized seminars on Business and Economy of China and led presentation on Doing Business in China to WPI.

New Oriental Education & Technology Group, China

Business Development Intern

May 2005 – September 2008

- Created and implemented school's first marketing plan, developed strategies, identified school's strengths and weaknesses, and produced execution plan focusing on supporting elementary education with proper markets.
- Completed market research, web development, and marketing support work for the start-up, successfully enrolled more than 1,000 students for the first year of the school.

SKILLS & LANGUAGES

Microsoft Word, Excel, PowerPoint, Access, Project, Visio, Oracle; Fluent in Mandarin Chinese and English