

CURRICULUM VITAE

Known as David

For further information please contact Jude – Employment Co-ordinator

Phone: 03 353 4161

Email: juder@cecc.org.nz

Driver License: NZ Full Driver License- With F endorsement

Nationality: New Zealand citizen, Taiwan

PROFILE

I am a NZ resident seeking an entry-level position in any field where I can apply my skills, knowledge and experience. I have realistic job expectations and would appreciate any opportunity related to my skills and qualifications

A dedicated and professional graduate with strong and steady academic achievement in Management Science Studies, who is committed to providing quality service for team and company success.

Possesses planning and organizational skills, demonstrates strong attention to detail and brings superior interpersonal skills. Has a proven track record of learning new tasks quickly and overcoming challenges through diligence and commitment. Liaise effectively with a range of individuals, applying knowledge and experience to consistently achieve high quality results. Provide assistance and support in areas of expertise and works equally well in an autonomous position.

Management Science (Operation Management)

Management Science seeks to improve a problem situation by supplying decision makers with information and insights gained through problem analysis, often involving mathematical models and computers.

Operations Management is concerned with the design, planning and management of all facilities, processes and activities required to transform resources into goods and services.

KEY SKILLS AND STRENGTHS

Language Skills

- ✓ English
- ✓ Mandarin

Management Science Studies

- ✓ Project management
- ✓ Forecasting and decision analysis
- ✓ Strategic Operations and Supply Chain Management
- ✓ Quality management

Functional Attributes

- ✓ Willingness to accept responsibility and deal with problems in a diplomatic and tactful manner.
- ✓ Hard-working both independently and as a part of a team, with unassuming, cooperative nature and always dedicate to the task being performed.
- ✓ Initiative and affirmative attitude. Be willingly to work under dynamic environments and face challenges.
- ✓ Excellent coordination and problem solving skills.
- ✓ Good communication and presentation skills.
- ✓ Intercultural communication skills, understand the preference of people from different cultures, especially Asian Culture compare with Western Culture.

Computing Skills

- ✓ Microsoft Office (Word, Excel, Power Point, Outlook)
- ✓ Network management
- ✓ Network infrastructure
- ✓ Web programming (Macromedia Dream weaver, Abode Photoshop, Macromedia Fireworks, Macromedia Flash)
- ✓ Internet (Email, internet Data search)
- ✓ Image processing
- ✓ Information system
- ✓ Digital communication—Being a proficient in a range of software applications
- ✓ Fast typing and data entry

Personal Attributes

- ✓ Friendly, enthusiastic and positive
- ✓ Mature, dynamic and honest .
- ✓ Well organised – plans to achieve
- ✓ Sets up effective procedures
- ✓ Logical, analytical and objective
- ✓ Dependable and responsible
- ✓ Flexible with the ability to adapt to new situations and acquire skills quickly

QUALIFICATIONS

TERTIARY

- 1998-2003 **Canterbury University, New Zealand**
- 2006-2007 Bachelor of Commence in Management Science
(Manufacturing planning, control and operation research)

OTHER QUALIFICATIONS

- 1995-1998 **Christchurch Boys' High School, New Zealand**
Major in Economics

EMPLOYMENT HISTORY

- Oct 07-Dec 2008** Assistant manager, Car stereo sales and installer technician
Quality Car Audio (Full time)

Responsibilities:

- To assist shop day to day operation smoothly
- Answer any customer phone call inquires, on shop sales promotion of our product and services
- Support and problem solving technic questions
- Responsible to install sound system for customer and wire them correctly

April – May 2007 Production Worker (Part Time)
Linden Leaves

April 2007- present Stock take assistant
RGIS
Responsibilities: stock take, data entry, on call

March 2005-Jan 2006 Professional security guard- full-time
Shin Kong Life real estate service company
Responsibilities:

- Provide professional management and security level for high-rise building
- To manage car-park effectively and security

April-July 03 Shop Assistant
Tofu Tofu Northland shopping Mall, Christchurch
Responsibilities: Cash handling, Customer Service, Assist daily sales

Volunteer Work

Jan-Feb 2006 Web Assistant (part time)
Olily Exhibition design international co. Ltd, Taiwan
Responsibilities:

- Responsible to updating daily news and database correctly, maintain company information website up to date.
- Achieve experience to work in large exhibition event in Taiwan, gain good experience to work with professionals in excellent company and be a good team player

REFEREES

<p>John Ting Manager Quality Car Audio Christchurch Phone: 03-982-9922 Fax: 03-982-9922</p>	<p>Tony Knudsen (Manger of Manufacture) Lindon Leaves 5 Vanadium place Christchurch Phone: 03-339-8314 Fax: 03-339-8315 Email: tonk@lindenleaves.com</p>	<p>Claudine Nahan Staff Scheduler RGIS Lotons NZ Ltd Phone: 027 433 0213 OR: 09 309 9191 ext 216 Email: mailto:cnathan@Lotons.com.au</p>
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