

# KWAN NOK YEUNG

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**Education:** Bachelor Science, Applied Math to Statistics  
University of California, Riverside June 17, 2007

**Skills and Qualifications:**

Language: Fluent in English, Cantonese, and Mandarin Chinese.

Programming: Q Basic, C++, Mini-Tab, SAS, R, and basic Java.

Computer/ Machinery:

- Microsoft Office: Word, Excel, Power Point, Outlook.
- EDI, BarTender, StarBOL, UPS Worldship, FedEx ship manager, RetailLink, PartnersOnline
- Datamax I-4308

Qualifications:

- Well organized, attention to detail, and self-motivated.
- Strong communication skills; Team-player.
- Excellent analytical skills; problem-solver.
- Fast learner and excellent dealing with math/ computer language.

**Experience:** **Jada Toys, Inc.** (Shipping Assistant Manager) Mar. of 2009 to Current  
City of Industry, CA

- Manage the order fulfillments for key accounts, eg. WalMart, Target, and ToysRus.
- Act as key logistic contact for customers and freight companies.
- Manage and maintain shipping barcode system as well as other related documents such as BOL, SLI, etc.
- Import/ Export, Inventory management, warehouse/freight management (LTL, etc).
- Analyze Sell-Through and POS data.
- Licensing coordination for General Motors, Ford, etc.

Achievement(s):

- Reduced company's expense by minimum of \$40,000 per year by improving operation process and shipping management.
- Implemented and published key sales analysis for top management for product and production planning decision and sales strategies.

**Jada Toys, Inc.** (G.M. Assistant) Feb. of 2008 to Mar. of 2009  
City of Industry, CA

- Lead of Customer Service department; heavy volumes of calls, emails, and returns; purchasing parts and issuing RMA's.
- Analyzed performance of several departments across different functions and developed metrics.
- Assisted manager in coordinating inventory and developing market research and strategies.

Achievement(s):

- As a major team member in negotiating with strategic 3PL for cost down by 20%.

**Phone2Go** (Salesperson) Aug. of 2007 to May of 2009  
Temple City, CA

- Present and provide product details/ promotions to customers primarily through phone and over-the-counter.
- Constantly achieve and exceed weekly goals in sales.
- Establish, maintain, and deepen relations with new and existing customers.