

JESSICA CHAN



Production Coordinator

 www.jessicacchan.com

PROFILE

A self-motivated individual who is not only looking to find their next adventure, but is looking to find an organization who, with a little bit of heart, is willing to invest in a promising individual who will revolutionize your company. When she is not changing the world, she can be found at home, knitting beanies for the homeless.

EDUCATION

Bachelor of Arts in Communication
- Emphasis in Advertising
California State University, Fullerton
2012 - 2017

SKILLS

Professional

- Bilingual in Chinese (Cantonese)
- Project Management
- Administration Assistant
- Customer Service
- Tradeshow Management
- Event Planning
- Sales

Technical

- Adobe Creative Suite (Photoshop, InDesign, Premiere, Illustrator)
- Microsoft Office
- Social Media (Instagram)
- G-suite
- Wordpress

INDIVIDUAL PROJECTS

Simple Doses

- Writing, Photography Blog

Project Management Professional (PMP) Certification

- In-progress

KNITitive

- Knitting Project for the Homeless

HOBBIES

- Reading
- Photography
- Long scenic walks in a park

PROFESSIONAL EXPERIENCE

PRODUCTION COORDINATOR

KIMERA INTERNATIONAL INC. | 2018 to Present

- Manage the Make-Up (MU) department by overseeing developments, samples, sales, production, shipping, quality control, and training to decrease the workload of all departments by 80%
- Evaluate and solve development, production, and shipment issues within all departments and overseas factory through Microsoft Teams, email, and WeChat
- Identify weaknesses within all departments and advise on alternative solutions that mutually benefits both factories and clients
- Assist the Vice President by acting as a Sales Representative for special clients while assisting them with other administrative tasks and special orders as needed
- Ensure the correct completion of customer-developed samples and production by partaking in Sales meeting with our customer and Sales Representative
- Solve any discrepancy found in the application by monitoring and organizing all purchase orders on Master System's Office Management System (OMS) by entering, updating, and reporting

MARKETING COORDINATOR

C&E TECH USA INC. | 2017-2018

- Bring leads by creating promotions and social media content through Adobe Photoshop, InDesign, Illustrator, Premiere Pro, iMovie, and Mailchimp
- Grow the company's social media accounts: Facebook, LinkedIn, Twitter, Youtube, and Instagram
- Serve as an Executive Assistant and Translator to company's Chief Operating Officer (COO) and North American Sales Manager to efficiently communicate with our American Sales Team
- Interview potential sales candidates for the United States' office
- Worked the company's first ever U.S tradeshow by assisting in the coordination and set-up of the company's booth and serve as a temporary Sales Representative and translator for new and existing clients

MARKETING INTERN

HUNTINGTON BEACH CHAMBER OF COMMERCE | 2017-2017

- Researched and created 1-4 marketing concepts for the Events Department and Intern Supervisor to choose for upcoming Chamber events that can be used continuously throughout the years
- Prepared marketing materials (i.e. email signature, web banners, magazine ads, etc) for upcoming Chamber events on Adobe Creative Suite
- Planned and created graphics content for marketing projects, flyers, and brochures while implementing critics and suggestions from direct supervisor and the Events Department
- Partaken and scribed Chamber meetings and reformat notes to create a Meeting Minutes for those involved in meeting

OFFICE ASSISTANT / GRAPHIC DESIGN INTERN

ADMART PRODUCTS | 2016-2017

- Answered customers' and factories' inquiries through phone and/or email for timely production
- Entered company data into Asana and Google Drive to ensure flawless internal communication
- Prepared 30-40 sample orders to be shipped out daily via UPS and FEDEX
- Monitored status and ensured completion of purchased orders between our factory and supplier
- Edited company's products on Adobe Photoshop and Illustrator to make sure there are no imperfections and the correct colors are represented
- Prepared the company's first catalog on Adobe InDesign while implementing constructive critique from management and mentor