

# JESSICA CHAN



Production Coordinator

 [www.jessicacchan.com](http://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

### RESOURCE DIRECTOR

CSUF ADCLUB | 2016-2017

- Assisted in the coordination, set-up, and preparation of the club's annual Adcon - the annual advertising conference where over 100 students attend to network and learn more about the advertising industry
- Served as temporary Communications Inter-Club Council (CICC) Adclub representative by attending the weekly meetings, research and prepared proposals and presentations to acquire funding for the club's open events and the annual Adcon - garnering over \$4000 in funding for the entire 16'-17' school year
- Prepared and set-up catering for bi-weekly meetings and events that are attended by over 50 students
- Researched and created proposals for over 20 potential branded merchandises to discuss upon board members