

Ceci Gao

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Seeking a Supply Chain/Purchasing/Buyer position
SKILL MS Word, Excel, and PowerPoint
CERTIFICATE Cisco Associate Network Administrator

Work Experience

Purchasing

Denver International Business Corp. Denver - Denver, CO

Managed and negotiated the purchasing of products, materials and services.

Determined method of procurement, such as direct purchase, blanket order consignment. Negotiated favorable terms with existing vendors.

Placed orders with suppliers and vendors. Ensured documents in order with terms and conditions being clear.

Maintained and reviewed records of items purchased, cost, delivery and inventories.

Customer Retention Specialist

DISH Network - Denver, CO

Denver

Made the best use of all resources, tools, and technology to troubleshoot and resolve customer technical issues.

Applied sales methodologies and problem-solving strategies to best position company's products and services while providing long term solutions to customers.

Delivered world class customer service and built customer satisfaction and loyalty.

Export Purchasing Coordinator

Terram Enterprise Limited - Denver, CO

Denver

Managed procurement of materials, supplies, and services to support quality, delivery, and cost requirements.

Managed extensive procurement filling system.

Ensure timely acquisitions of products or services from known sources of supply.

Maintained a database for suppliers, contract information, as well as list of product components, sources, etc.

Construction Division Manager

Department of Campus Management

of Chongqing University,

P.R. China

Supervised and managed the campus construction overall projects, control the budgets and quality for engineering projects.

Negotiated all the vendors, client's contract. Followed up all aspect after projects were completed.

PERSONAL A self-motivated hard worker, fast learner, and reliable team player

Education

Bachelor's in Business Administration

Chongqing University

Associate in Information System Technology

Community College of Denver

Certifications/Licenses

Cisco Certified Network Associate (CCNA)