

Đoàn Tiến Công

Import Operation | LiviOcean Logistics, Inc.

Webster University | Master's degree in Business Administration and Management

Contact: doantiencong@gmail.com | LinkedIn: www.linkedin.com/in/đoàn-tiến-công-a4a986148

Summary:

Motivated and detail-oriented graduate student with experience in supply chain optimization and international trade. Proficient in Microsoft Word and Excel, with a strong understanding of programming fundamentals. Fluent in English and Vietnamese.

Experience:

Import Operation | LiviOcean Logistics, Inc. | August 2021 - Now

- Conducted market research and analyzed data to optimize supply chain operations.
- Collaborated with international suppliers and domestic manufacturers to coordinate orders and shipments.
- Utilized Microsoft Access to manage and track inventory and logistics.

Planning Specialist | Nanoco Group | October 2015 - May 2019

- Developed and implemented demand forecasting and inventory management strategies.
- Coordinated with international suppliers and domestic manufacturers to ensure timely delivery of goods.
- Utilized Microsoft Excel to analyze data and track performance metrics.

Custom Broker | Thu Hien Import & Export Company | April 2014 - March 2015

- Facilitated the import and export of goods through customs clearance and documentation processes.
- Communicated with clients, suppliers, and regulatory agencies to ensure compliance with laws and regulations.

Education:

Master's degree in Business Administration and Management | Webster University | 2020 - 2022

Certificate of Achievement in Information Technology | Rio Hondo College | 2020 - 2022

Bachelor's degree in International Relations and Affairs | Vietnam National University Ho Chi Minh City | School Of Social Sciences And Humanities (USSH) | 2011 - 2015

Extracurricular

Cultural Exchange with Royal University of Phnom Penh in Cambodia: Jan 2014. (1 week)

Cultural Exchange with Chulalongkorn University in Thailand: Jan 2014. (1 week)

Practical Expedition at UNESCAP in Bangkok, Thailand: Jan 2014. (2 days)

Certifications:

Google IT Supports | Microsoft Access 2016 Master Class: Beginner to Advanced | Programming Fundamentals | Python for Everybody