**Huy Q Phan**

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**SUMMARY OF QUALIFICATIONS**

* Successfully establish long term relations with beneficial establishment and corporations.
* Manage to increase 30% in revenue for establishment over the past 5 years.
* Design and manage company’s advertisement.

**eDUCATION, CERTIFICATIONS, & AFFILICATIONS**

**Portland Community College**

**Member - Operation Night watch**

**Member - S2k International Oregon**

**Work history**

**STARKY PHAN II'S,**

 **Portland, OR**

Manager,

* Purchase the highest quality merchandise at the lowest possible price and in correct amounts.
* Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
* Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary.
* Analyze equipment performance records to determine the need for repair or replacement.
* Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
* Prepare purchase orders, solicit bid proposals, and review requisitions for goods and services.
* Manage staff, preparing work schedules and assigning specific duties.
* Research new technologies by attending seminars, reading trade articles, or taking classes, and implement or recommend the implementation of new technologies.
* Plan store layouts, and design displays.
* Recommend changes to improve systems and network configurations, and determine hardware or software requirements related to such changes.
* Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations.
* Perform data backups and disaster recovery operations.
* Plan and direct activities such as sales promotions, coordinating with other department heads as required.
* Design, configure, and test computer hardware, networking software and operating system software.
* Oversee activities directly related to making products or providing services.
* Determine goods and services to be sold, and set prices and credit terms, based on forecasts of customer demand.

Customer relations,

* Compute sales prices, total purchases and receive and process cash or credit payment.
* Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
* Greet customers and ascertain what each customer wants or needs.
* Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
* Inventory stock and requisition new stock.
* Rent merchandise to customers.
* Answer questions regarding the store and its merchandise.
* Place special orders or call other stores to find desired items.
* Prepare sales slips or sales contracts.
* Estimate cost of repair or alteration of merchandise.

**Epson Portland**

 **Hillsboro, OR**

Quality Management,

* Direct the tracking of defects, test results, or other regularly reported quality control data.
* Collect and analyze production samples to evaluate quality.
* Create and implement inspection and testing criteria or procedures.
* Identify quality problems or areas for improvement and recommend solutions.
* Document testing procedures, methodologies, or criteria.

Warehouse,

* Verify inventory computations by comparing them to physical counts of stock, and investigate discrepancies or adjust errors.
* Provide assistance or direction to other stockroom, warehouse, or storage yard workers.
* Dispose of damaged or defective items, or return them to vendors.
* Mark stock items using identification tags, stamps, electric marking tools, or other labeling equipment.
* Receive and count stock items, and record data manually or using computer.
* Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.
* Pack and unpack items to be stocked on shelves in stockrooms, warehouses, or storage yards.
* Store items in an orderly and accessible manner in warehouses, tool rooms, supply rooms, or other areas.

**Travel**

* Vietnam
* Japan
* Singapore
* Indonesia

**ADDITIONAL SKILLS**

* Automotive repair
* Odd works
* Interpret English, Vietnamese communication.
* Tutoring