

# SHIRLEY QIN

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## EDUCATION

**University of Maryland, Robert H. Smith School of Business – College Park, MD** EXPECTED DEC. 2012

*B.S., Supply Chain Management* GPA: 3.73

*B.S., Information Systems*

- **Studies Abroad:** Universidad Politécnic de Valencia (SPR'12); Singapore, Malaysia, Australia (JAN'12); UAE (MAR'10)
- **Honors:** Supply Chain Management Scholarship & Fellows Program, Business, Society & Economy Scholars Program, Other Programs (SEE BELOW), Dean's List (EVERY SEMESTER), Primannum Honor Society

## PROFESSIONAL EXPERIENCE

**Unilever North America – Trumbull, CT** JAN. – JUNE '11

*Distribution Service Administrator (Supply Chain Co-Op)*

- Developed waste elimination process to initially recover up to \$0.98M in inventory, save \$0.3M in costs, increase sustainability, brand equity, and CSR at 7 ambient distribution centers
- Saved 131 hours of annual labor by automating up to 95% of reporting processes using Visual Basic
- Integrated U.S. and Canada damaged inventory and donation policies

**Consulting for Non-Profits – College Park, MD** SEPT.-DEC. '10

*Consultant*

- Improved marketing and communications for the Atlantic Seaboard Dyslexia Education Center (ASDEC) through public school board relations, dyslexia awareness campaigns, value-added online services, and press releases

**Wison-Bio, Wison Group, Ltd. – Shanghai, China** JUL.-AUG. '10

*Business Development Intern, Global Strategies & Partnering Dept.*

- Analyzed emerging global markets, allowing R&D to reevaluate its pipeline in multiple market environments
- Saved annual costs of approx. \$2,000 by reorganizing system for website maintenance ([www.wison.com](http://www.wison.com))
- Eliminated costs of hiring third-party firms by personally redesigning marketing supplies
- Engaged with global partners from India, Thailand, Taiwan, and United States

## SKILLS

**Computer** [Software:] SAP, LENS, Oracle; Excel (advanced), Access, MS Office; Dreamweaver (advanced), Photoshop  
[Language:] SQL; Visual Basic (advanced); HTML, CSS (advanced)

**Language:** Chinese-Mandarin (fluent); Spanish (moderate); Korean (elementary); French (elementary)

## KEY LEADERSHIP ROLES

**Global Business Society (GBS)** DEC. '09-PRESENT

*Co-President*

- Expanded scale of events by 400% through management, planning, marketing, budgeting, and networking
- Increased active membership by 800%, garnering GBS's first club achievement awards
- Formed the Finance, Marketing, and Events committees to execute ideas and inspire student involvement
- Initiated the GBS Study Abroad Scholarship fund, open for application in Fall 2011

## RELATED COURSEWORK

**ENME489B: Lean Six Sigma** (recently begun) SEPT. '11- DEC. '11

*Student Consultant*

- Redesign work exit processes using Lean Six Sigma for **Marriott International, Inc.**
- Three-month consulting project in Engineering special topics course, with opportunity for Green Belt certification

**Quality Enhancement Systems & Teams (QUEST) Honors Fellows Program** AUG. '10-PRESENT

- (Year 1) Cut process times by 200% for 8,300 students and increase the university's returns by 55.48% by developing a laundry tracking system with Resident Life
- Three-year multidisciplinary program focused on quality, innovation, system design, and process improvement

## OTHER PROFESSIONAL EXPERIENCE

**Smith Technology Fellows, Robert H. Smith School of Business** SEPT. '11-PRESENT

*Teacher Assistant*

- Manage course documents and tasks for 4 different courses and 2 study abroad programs for over 200 students
- Develop web marketing and social networking tools for the Management & Organization dept. and related programs

**Pinion Financial Services, LLC., SagePoint Financials, Inc. – Bethesda, MD** FEB.-MAY '10

*Customer Service Administrator*

- Communicated directly with clients to establish and maintain client-firm relations
- Operated CRM and tracked clients' financial activities in asset management of stocks, pension funds, life insurance