

个人简历

丁稳

户籍：河南省南阳市

出生日期：1990.10

电话：18612505353

邮箱：18625661530@163.com

语言：英语（可作为工作语言）

核心优势：硕士学历 | 非洲外派采购经验 | 抗压与适应能力



教育背景

2017/09 - 2020/07

河南大学

硕士 - 学科教学地理

主修课程：英文文献查阅/地理课程理论与进展/教育学原理/课程与教学论/教育研究方法/信息化与中学地理教学

GPA: 3.9

2012/09 - 2014/07

河南城建学院

本科 - 英语

主修课程：大学英语综合教程/英语写作与翻译/英语听说课程/英美文学/语言学/日语

GPA: 3.5

2009/09 - 2012/07

河南经贸职业学院

大专 - 商务英语

主修课程：国际贸易原理/国际贸易实务/商务英语函电/国际商务单证实训/商务英语综合教程/大学语文

工作经历

2024/12 - 至今

北玻股份-洛阳北玻琉璃玻璃有限公司

外贸项目专员

公司介绍：母公司为国内上市公司（玻璃深加工），此子公司专注于琉璃玻璃技术的研发与生产。

工作内容：1、协助总经理负责欧美及亚太地区高端建筑玻璃项目的全流程跟进，年均管理打样项目30+，确保项目从图纸确认至最终出货的顺利推进。

2、通过优化模具选择与供应商谈判，协助公司降低打样成本。

3、作为核心接口，与海外项目客户进行商务沟通，使用沟通软件、英语邮件及线上会议，确保信息零误差。

4、在内部支持不足的情况下，推动建立了《国际打样项目跟踪SOP》，提升了部门协同效率。

2023/01 - 2024/06

晨光生物科技集团股份有限公司-赞比亚农业发展公司

采购专员（国际供应链）

公司介绍：母公司为国内上市公司（国内植物提取龙头企业），此子公司是在赞比亚种植辣椒、万寿菊的农业公司。

工作内容：1、外派常驻赞比亚，全权负责公司当地采购计划制定与执行，管理采购总金额超100万美元，月度计划完成率99%。

2、使用英语作为主要工作语言，与赞比亚供应商积极沟通，确保采购流程顺畅，涉及总金额超过100万美元。

3、通过供应商谈判与本地化采购策略，年度累计降低采购成本超20%。

4、每月平均拓展及审核15+新供应商，建立并维护稳定可靠的本地供应网络。

5、常驻赞比亚期间，管理采购物资的运输与到货，供应商无法按时交货或其他突发情况的问题解决。

6、通过与多元文化背景的供应商及内部团队协作，优化供应链。

7、处理涉及驻外员工的行政事务，包括机票购买、机场清关协助、移民局工作证明办理等。

2021/02 - 2022/10

郑州工业应用技术学院

学生处职员

学校介绍：郑州一所理工科为主的民办本科院校。

工作内容：1、起草和下发各类通知公文，准确率和及时率均达到99%，为学生管理科的工作提供了及时有效的信息指引。

2、积极参与督促、检查、催办上级批件以及领导批件及领导下发的相关文件整理，办理及时率均达到99%。

3、管理学生手册、学生证等学生相关文件，保障学生信息的安全和完整性，提升了学生满意度。

4、协助管理学生处网站，实现了信息更新及时准确，网站浏览量提升了30%。

2014/08 - 2016/12

南阳市华艺天下教育培训学校

英语教师

公司介绍：集专业课和文化课为一体的高考美术专业培训学校。

工作内容：按照教学计划完成每日教学任务，并辅助班主任管理班级日常事务。

资格证书

大学英语六级 (485 分)

计算机文管二级

专业技能

英语可作为工作语言

熟练使用办公软件

自我评价

资深国际项目专员，拥有地理学硕士学历及英语专业背景。

具备一年多非洲外派经验，精通国际供应链管理、跨文化商务谈判及百万级项目执行。

擅长在高压、快节奏的多文化环境中解决问题，并始终致力于通过流程优化与成本控制为组织降本增效。

寻求能充分发挥国际视野与管理能力的外贸/项目管理类岗位。

RESUME

WEN DING



Hometown: Nanyang, Henan Province

Birth: 1990.10

Tel: 18612505353

E-mail: 18625661530@163.com

English: Working Language

Advantages: Overseas purchasing experience in Africa
Stress resistance and adaptability

Education

Sep 2017 - Jul 2020

Henan University

Master - Geography

Major Courses: English Academic Literature Retrieval/Principles of Education/Curriculum and Instructional Theory/Educational Research Methods/Geography Curriculum Theory and Progress/Geography Teaching in Secondary Schools

GPA: 3.9

Sep 2012 - Jul 2014

Henan Urban Construction College

Bachelor - English

Major Courses: Comprehensive College English Course/ English Composition and Translation/ English Phonetics Course/ English and American Literature/ Linguistics/ Japanese Language

GPA: 3.5

Sep 2009 - Jul 2012

Henan Economy and Trade Vocational College

Diploma - Business English

Major Courses: College English/ Business English/ Business English Correspondence and Telegraphy/ Principles of International Trade/ International Trade Practice/ International Business Documentation Training

Work Experience

Dec 2024-Present

Beibo Co., Ltd. - Luoyang Beibo Glass Co., Ltd.

Foreign Trade Project Specialist

Company Profile: The parent company is a domestic listed company (deep processing of glass), and this subsidiary focuses on the research and development and production of cast glass innovation and technology.

Job Description:

- 1、 Assist the general manager in following up on the entire process of high-end architectural glass projects in Europe, America and the Asia-Pacific region. Manage over 30 sampling-making projects annually to ensure the smooth progress of the projects from drawing confirmation to final shipment.
- 2、 By optimizing tool selection and negotiating with suppliers, assist the company in reducing sample-making costs.
- 3、 As a core interface, conduct business communication with overseas project clients, using communication software, English emails and online meetings to ensure zero error in information.
- 4、 Despite insufficient internal support, we promoted the establishment of the "SOP for Tracking International Prototyping Projects", which enhanced the efficiency of departmental collaboration.

Jan 2023 - Jan 2024 Chenguang Biotech Group Co., Ltd. - Zambia Agricultural Development Company Ltd.
Sourcing Specialist (International Supply Chain)

Company Profile: The parent company is a domestic listed company (a leading domestic enterprise in plant extraction), and this subsidiary is an agricultural company that grows peppers and marigolds in Zambia.

Job Description:

- 1、 Deployed to Zambia on an expatriate assignment; spearheaded the consolidation and execution of company procurement plans (encompassing spot and bulk purchases), achieving a 99% on-time completion rate for monthly

procurement targets.

- 2、 Utilized English as primary working language; liaised proactively with Zambian suppliers to ensure seamless procurement processes, managing transactions exceeding \$1 million USD.
- 3、 Reduced annual procurement costs by over 20% through strategic supplier negotiations and implementation of localization strategies.
- 4、 Expanded supplier network by sourcing and onboarding an average of 15 new local and international vendors monthly while maintaining robust relationships with existing partners.
- 5、 Managed end-to-end logistics for procured goods within Zambia, resolving delivery delays and supply chain disruptions promptly.
- 6、 Optimized supply chain operations through collaborative efforts with multicultural stakeholders, including suppliers and cross-functional teams.
- 7、 Facilitated administrative support for expatriate staff; responsibilities included flight bookings, airport clearance assistance, and work permit processing with Zambian immigration authorities.

Feb 2021 – Oct 2022 Zhengzhou Industry and Technology College

Student Affairs Center

Job Description:

- 1、 Drafted and distributed various official documents with an accuracy and timeliness rate of 99%, providing timely and effective information guidance to students.
- 2、 Actively participated in supervising, inspecting, and expediting the processing of superiors' approvals and document organization issued by the leadership, achieving a processing rate and timeliness rate of 99%.
- 3、 Managed student handbooks, student IDs, and other student-related documents, ensuring the security and integrity of student information, and enhancing student satisfaction.
- 4、 Assisted in managing the student affairs website, ensuring timely and accurate information updates, with a 30% increase in website traffic.

Aug 2014 – Dec 2016 Nanyang Huayi Education and Training School

English Teacher

Job Description:

Completed daily teaching tasks according to the teaching plan and assisted the head teacher in managing daily affairs of the class.

Certificates

CET-6 (485 points)

Computer Level 2

skills

English as a working language

Proficient in office software

Self-assessment

Senior international project specialist, with a master's degree in geography and a background in English.

With one year of overseas assignment experience in Africa, proficient in international supply chain management, cross-cultural business negotiations and the execution of million-level projects.

Skilled at solving problems in a high-pressure and fast-paced multicultural environment, and always committed to reducing costs and increasing efficiency for the organization through process optimization and cost control.

Seeking positions in foreign trade/project management that can fully leverage an international perspective and management capabilities.