Snow XuelanZhong McDonald

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**Professional Experience:**

**Self-employed** Jun. 2014 to Now

As Health Supplement Wholesalers LLC was called to the end because of broken partnership, I work as a freelancer on different fields.

Responsibilities:

* Help small buyers to source customized manufactured products and flyer printings for marketing and branding purpose, comparing the price and services, list out the requirements and draft bilingual contracts for clients and suppliers.
* Inspect the quality of samples and generate reports.
* Arrange shipments and delivery according to deadline.
* Develop strategy to find new clients and expand market.
* Translate documents and books of all fields, law and healthcare field in particular. (Contracted by Fox Medical Case Management LLC since August 2014 )
* Interpret for patients with language barrier in Wichita, KS. （Contracted by VN Translation Service LLC, Wichita, KS since June 2015）
* Finish assignments appointed by the leader, mainly finish work of data entry and fax (Contracted by VirtualGalFriday.com)

**Independent Contractor**

**Health Supplement Wholesalers LLC** Nov. 2011 to Jun.2014

* Sourced different supplement suppliers around the world, negotiate price and term based on the order quantity.
* Arranged shipment and delivery based on the inventory priority.
* Inspected proforma invoice, sales contract and negotiate terms in view of mutual benefit.
* Maintained relationship with suppliers and track the orders as well as delivery.

**Senior Assistant of Vice President**

[**Shanxi Sino-Science Tiangang Technology & Development Co., Ltd**](https://www.linkedin.com/search?search=&company=Shanxi+Sino-Science+Tiangang+Technology+%26+Development+Co%2E%2C+Ltd&sortCriteria=R&keepFacets=true&trk=prof-exp-company-name) Feb. 2010 to Mar. 2011

* Drafted stream flow of office administration related documents (office staff management, work performance evaluation system, daily chore arrangement, office supplies management, money reimbursement policy) and supervise the execution.
* Handled Imp. &Exp. related things, deal with the government for foreign currency exchange and conclusion, arrange the delivery of goods.
* Researched on the subjects thatare given and generate reports for company’s investment and strategy-making.
* Filed all the documents.
* Arranged travel agenda and meetings.
* Established networkswith government relations and other institution.
* Examined cost and proposed cost reduction strategy based on office administration.
* Coordinated manufacture based on order priority.

[**Instructor**](https://www.linkedin.com/search?search=&title=Instructor&sortCriteria=R&keepFacets=true&currentTitle=CP&trk=prof-exp-title)

[**Gymboree**](https://www.linkedin.com/search?search=&company=Gymboree&sortCriteria=R&keepFacets=true&trk=prof-exp-company-name)Mar. 2007 to Aug. 2007

* Maintained the relation with parents and guardians, create bonding between them and the center.
* Gave 45 minutes class to demonstrate parents and guardians how to develop children’s early-age mentality and taught them how to create family bonds with all English.
* Prepared lessons based on class schedule and subjects.

**Foreign Sales**

[**Beijing Metal Trading Co., Ltd**](https://www.linkedin.com/search?search=&company=Beijing+Metal+Trading+Co%2E%2C+Ltd&sortCriteria=R&keepFacets=true&trk=prof-exp-company-name) Dec. 2005 to Dec. 2007

* Developed new channels of international buyers and manage customer relationships, and push the conclusion of order based on negotiated terms.
* Attended trade shows to establish new relationship with attendees and generate new leads of potential clients.

**Activities**

**Communicative Interpreter** Sep.2011 to Jan. 2013

Small group of Abundant Grace International Fellowship, Shanghai

* Interpreted whatever is taught in the small group for people to understand Christianity better and receive salvation.
* Contributed to potluck for people to share.
* Organized the meeting while the leader was gone.

**Stephen Minister**

**Abundant Grace International Fellowship, Shanghai** Sep. 2012 to Dec.2013

* Finished training of 50 hours on the relevant subject; learned how to listen, how to reflect, how to give question, how to pray for the non-cross gender care receivers who have wounds until they gain the strength to move on with their life alone.
* Met care receivers on weekly basis and listen to them, pray with them and helped them to learn about themselves and the true meaning of life in Christ through bible scripture sharing and praying.
* Met supervision group semi-monthly to report the progress of the care receivers without breaking the confidentiality, was inspired or to inspire fellow Stephen Ministers to gain greater progress during the service.

**Assistant Teacher of Junior Kids’ Church**

**Abundant Grace International Fellowship, Shanghai** Jun. 2011 to Jan.2014

* Set up the classroom based on the lead teachers’ instruction, prepare food and drink for kids of congregation.
* Assisted the lead teacher to finish the class.
* Interpreted the contents of course when there is a need from the kids who have language barrier.

**Hospitality Helper**

**Abundant Grace International Fellowship, Shanghai** Jul. 2011 to Jan.2014

* Set up the foyer table.
* Helped prepare drinks and food for congregation.
* Warmly welcomed congregation who attends the service.
* Sold spiritual books to congregation and handle money related to book sales.
* Helped people who are new to church to fit in the church quickly by giving clear instruction and warm entertainment.
* Created bonding between church and church attendees.

**EDUCATION**Associate degree in English –June 2006

Associate Financial Planner course completion –December 2008

Stephen Minister Training –November 2011

Babbel.com French beginner Course Level 1-5 June 2015