

**Wei (Scarlett) Xu, Ph.D., MBA**  
Permanent Residency in the United States since 2002  
198 Bluewater Lane  
Vernon Hills, IL 60061 USA  
E-mail: [lettiehsu@gmail.com](mailto:lettiehsu@gmail.com)  
847-525-7822(Mobile)

---

## SUMMARY:

- Looking for a general manager position in translation business, chemical, medical or healthcare Industry.

## QUALIFICATIONS:

- A native Chinese speaker: born, grew up and completed my Ph.D. degree in Chemistry from a top institution in China;
- 27 years' living and working experience in the United States since Oct 1994;
- 20 years' hands-on experience with corporate purchasing, marketing and sales, quality, HR, and finance since 2000;
- 10 years' research experience and principal investigator in academical institutions;
- 2 year hands-on experience with computer languages (html/CSS, php, SQL, Java, JavaScript, Ruby, R, Python) and coding experience on Codecademy.
- Strong in business negotiation, presentation, project management, interpersonal, and social skills. Proficient in most office software and applications.

## EXPERIENCE:

### **General Manager** BGS International Corp 2018.06 - Present

- Founded the translation business specialized in both academic and industrial field; Proficient areas includes scientific, medical, business, management, and healthcare industries etc.
- Services includes: Translation, interpreting, transcreation, transcription, voice over, copywriting, subtitling, editing/checking, summarization etc.

### **President** 3B Scientific Corp 2004.06 - 2018.05

- Founded and oversaw a 3 MM sales revenue business in the chemical distribution business since 2004;
- Developed and marketed the SPEVON skincare product line, which including 36 products;
- Oversaw business strategies, human resources, finance, R & D, and business operations;
- Managed up to 200 employees from the US parent company and its China subsidiaries.
- Performed numerous training and presentations within the company.

### **QA Professional/Team Leader** Abbott Diagnostic Division 2000.02 - 2003.12 (100 Abbott Park Road, Abbott Park, Illinois 60064-3500, <https://www.abbott.com>)

- Manage QSI (Quality System Initiative) document processing team;
- Supported internal audits and external 2002, 2003 FDA inspections;

- Coordinated complaint investigations, Level III external investigation and field actions; track and trend of complaints; write Quality Technical Communications; monitor and investigate product performance metrics, review manufacturing/testing records etc.
- Generated test method characterization report, validation protocol and validation report;
- Trained (OJT) new employees. People and project management skills developed.

**Postdoctoral Research Fellow** University of Illinois at Chicago, 1994.10-1997.12  
*Department of Medicinal Chemistry and Pharmacognosy*  
 (833 S. Wood St., Chicago, IL 60612, <https://pharmacy.uic.edu/>)

- Designed and synthesized possible drug candidate for analgesic treatment;
- Completed metabolism study of the drug (Lycopene) by HPLC analysis.
- Critical thinking, problem-solving, innovative, and project management skills advanced.

**Postdoctoral Research Fellow** Shanghai Institute of Organic Chemistry 1993.3-1994.9  
 (345 Ling Ling Road, Shanghai 20032 China, <http://english.sioc.cas.cn>)

- Designed, synthesized and characterized a series of organolanthanide compounds and their applications in asymmetric addition reactions.
- Working independently, project selection, and postdoctoral fund management skills developed.

#### **HONORS and ACHIEVEMENTS:**

- 15 Scientific papers published in scientific journals (1986-2000)
- Principal Investigator (PI) for a Postdoctoral Research Grant 1993;
- A recipient of Vice President Award (QSI) (2003), Abbott Laboratories;
- Vice president of the Association of Chinese Scientists and Engineers, 2004-2009
- Recipient of the top 10 women entrepreneurs in Hubei Province China in 2013

#### **EDUCATION:**

- MBA (Marketing Management), Kellstadt Graduate School of Business, DePaul University, **Jul 2002**. (1 E. Jackson Blvd., Chicago, IL 60604, <https://business.depaul.edu>)
- Ph.D. (Chemistry), Lanzhou Institute of Chemical Physics, Chinese Academy of Sciences, **Dec 1992**. (18 Tianshui Middle Rd., Lanzhou 730000 China, <http://english.licp.cas.cn>)
- MS and BS (Chemistry), Lanzhou University, Department of Chemistry, **1989, 1986**. (222 Tianshui South Rd., Lanzhou 730000 China, <http://en.lzu.edu.cn>)

#### **REFERENCES:**

Available upon Request