

# TINGTING AMELIA ZHENG

Toronto, Canada

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**ENGLISH - FRENCH - CHINESE**

## SUMMARY OF QUALIFICATIONS

- ✓ Several years' experience in contract management, commercial negotiation, business development, project management and international business
- ✓ Multiple language, high energy, a great relationship builder and a true problem solver
- ✓ Self-motivated, open-minded person with STRONG desire to be in technology
- ✓ IACCM- International Contract Management Certificate

## WORK EXPERIENCE

### **Contract Specialist**

FIRAN TECHNOLOGY GROUP CORPORATION

*Toronto, ON*

Nov,2012-

Present

- ✓ Review, draft and construct international supplier/customer contracts and agreements
- ✓ Assist in company's Mergers and Acquisitions strategy planning, helped company close two purchasing transaction deals
- ✓ Communicate risk clearly and take the lead in developing resolution strategies
- ✓ Lead negotiations with principal Air-framers and Tier 1 Avionic providers, for contracts value exceed US\$15M
- ✓ Perform business coordination support to the sales team, develop and execute strategies which will maximize contract value while protecting and enhancing the business relationship
- ✓ Responsible for one key Asian account, got company awarded a master supply contract worth US\$10M, which also increase company's value proposition into an important emerging market
- ✓ Maximize account growth opportunities by leading contract negotiations and renewals, engaging sales directors
- ✓ Provide senior management with complete visibility to negotiations and renewals and solicit executive involvement as required

- Associate** Oct,2008-  
 ZHONG LUN LAW FIRM July,2009  
*Shanghai, China*
- ✓ Legal practice in one of the top 500 Asian law firms and a prestigious Chinese foreign-related law office
  - ✓ Draft and translate commercial legal documents for non-litigation transactions
- Regional Marketing & Sales Assistant** Mar,2008-  
 JOHNSON&JONHSON VISION CARE (SHANGHAI) LTD Jul,2008  
*Shanghai, China*
- ✓ Initiate market research studies, analyze findings, assist in production development, marketing and business strategies planning
  - ✓ Evaluate activities of sales departments in commercial, industrial, wholesale and other non-retail establishments

## EDUCATION & CERTIFICATE

- Master of Law (LL.M.), Business Law in a Global Context** 2009-  
 UNIVERSITY OF MONTREAL, *Montreal, QC* 2010
- Management Practitioner- Contract Management Certificate** 2015  
 IACCM

## VOLUNTEER

- Director of Leadership & Career Development** Sep, 2014-  
 NORTH AMERICAN ASSOCIATION OF ASIAN PROFESSIONALS- Present  
 TORONTO CHAPTER  
*Toronto, ON*
- ✓ Create, lead and manage NAAPTO's first leadership program- Mastermind program, aim to help working professionals to advance in career and in life
  - ✓ Develop and manage partnerships with corporate diversity recruitment contacts
- International Community Leader** Feb 2015-  
 STARTUP TORONTO Present  
*Toronto, ON*
- ✓ Develop relationships with international Startup communities
  - ✓ Work hard to make Startup Toronto the hub of the Startup ecosystem in Toronto
- VP & Director** Dec,2011-  
 JUNIOR CHAMBER OF COMMERCE ST-LAURENT Dec,2012  
*Saint-Laurent, QC*
- ✓ Membership and Marketing development
  - ✓ Build an innovation centre and provide support for young entrepreneurs

## AWARDS

First Place Speaker for Toastmasters Area Contest  
*Toastmasters International Area 64, Montreal*

2012