YAN XU, M.B.A.

Instructor and Researcher

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EDUCATION:

Aug. 2012 - May. 2014	Asian Institute of Technology, Bangkok, Thailand
	MBA, Major: Human Resource, Minor: Technology Management
Jun. 2008 - Oct. 2011	Rajamangala University of Technology Krungthep International College, Bangkok,
	Thailand
	BBA, Major: Marketing

WORK EXPERIENCE

Jan. 2017 - July. 2018

Agoda.com

Procedural Compliance and Quality Assurance specialist

- Establish, develop and maintain standard operating procedure to customer support team.
- Collaborate with product team and training team to bring new product to live and make sure new product positively improve customer experience and effectiveness of agent handling procedure.
- Collect and analyze data to provide insight of agent's performance and customer satisfaction to management for decision making.

Jan. 2016 - Dec. 2016

Team Manager

- Assist and supervise agents work on daily basis, monitor agents performance.
- Cooperate with relevant department to ensure effectiveness of work procedure.
- Recruit and manage agents.

Nov. 2014 - Dec. 2015

Customer Support Specialist

Provide consultant services to customers and hotels.

Dec. 2006 - Mar. 2008

Xiamen Solid Electronic Co. Ltd. Fujian China

Regional Manager

Set up sales targets for 5 retail stores over two regions.

- Plan and follow up marketing activities to support sales.
- Manage Human Resource.
- Business Expansion.
- Partnership building (with Sony Corporation).

Jun. 2005 - Nov. 2006

Store Manager

- Set up sales targets to salesforce.
- Plan marketing activities to support sales and follow up.
- Interview and hire new staffs; coach sales supervisors and assistants.
- Partnership building (with Sony Corporation).

Jun. 2004 - May. 2005

Sales Executive

• In charge of daily the sales and customer service.