

XU JINGYI

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Target Role: Project Management / Project Specialist (Manufacturing · New Energy)

PROFILE

- Nearly 4 years of manufacturing experience, including 2+ years of end-to-end international project management covering kick-off review, milestone planning, progress control, change management, delivery acceptance, and post-project review.
- Independently managed 5+ international wind tower projects across Pakistan, Turkey, and Australia, with up to 3 projects in parallel; 100% on-time delivery and zero major quality or safety incidents.
- Strong cross-functional coordination and overseas client communication; handles English business correspondence independently. Awarded "Personal Growth Award" 2025 (one of only 4 recipients company-wide).

PROFESSIONAL EXPERIENCE

Yangzhou Taisheng Wind Power Equipment Co., Ltd.

Project Specialist · Project Department | Yangzhou | Apr 2024 – Present

- Full Project Lifecycle Management: Independently managed 5+ international wind tower projects (up to 3 in parallel), coordinating cross-functional teams across kick-off review, milestone planning, progress control, change management, delivery acceptance, and post-project review. Achieved 100% on-time delivery rate; zero major quality or safety incidents during tenure.
- Planning & Progress Control: Built end-to-end project milestone plans, broke them into tasks with clear ownership, and coordinated production, engineering, quality, and procurement to align resources. Controlled project scope, schedule, quality, and cost throughout execution.
- Customer Requirements & Change Management: Owned client interface for change requests; documented change content, drivers, and requirements; coordinated internal evaluation across production and engineering for impact on schedule, cost, and quality; aligned with client on final solution; updated project plans and ensured orderly execution without disrupting overall delivery.
- Client Engagement & Complaint Handling: Served as primary client contact; responded to quality feedback and complaints; drove cross-functional root cause investigation and corrective actions through to closure to maintain client satisfaction.
- Shipping & Material Management: Optimized tower product shipping process; built export documentation (shipping marks, ledgers, manifests) with full data traceability; coordinated with Yangzhou Port for customs clearance and submission; managed inbound receipt of steel plates, flanges, and other key materials with full ledger control.
- Awarded "Personal Growth Award" (2025) — one of only 4 recipients company-wide.

Mingzhi Electric Appliance (Taicang) Co., Ltd.

Customer Service Specialist · Sales Management Center | Taicang | Sep 2022 – Apr 2024

- End-to-End Overseas Order Management: Managed orders for clients in Singapore, Germany, and India (10–30+ orders/month) including SAP entry, lead-time planning, export documentation, customs clearance, and shipment tracking; ensured on-time delivery against tight milestones.

- **Complaint Handling & Client Retention:** Resolved overseas client quality complaints; partnered with quality and related teams on root cause analysis; followed repair/replacement workflows through to closure to preserve client relationships.
- **Data & Receivables Tracking:** Compiled client cooperation and order data, monitored receivables status, partnered with finance on account reconciliation, and supported timely payment collection.
- **Production Transfer Project Support:** Supported Vietnam motor transfer project (in response to EU/US tariffs); helped confirm 10+ motor models for transfer; coordinated cross-border shipment of raw materials and tooling; helped establish customs declaration workflows for Vietnam export.

PROJECT EXPERIENCE

WEG Australia Wind Tower Project (New Client Onboarding)

Project Lead · Project Department | Yangzhou Taisheng Wind Power | 2024 – In Progress

Background: WEG, a major Brazilian motor manufacturer (one of the world's largest, operating in 140+ countries), entered the wind tower sector for the first time, launching wind energy operations in the Australian market. The company was selected as their tower supplier for this engagement.

Key Challenges:

- WEG's engineering team had limited wind energy experience and was unfamiliar with tower design and quality standards; drawing delivery was delayed and version inconsistencies were frequent.
- Tight overall delivery schedule combined with strict flatness tolerance requirements created significant production and quality control pressure.

Project Execution:

- Due to frequent technical clarification needs from WEG drawings, organized weekly technical clarification meetings between our engineering team and WEG's, producing structured PPT clarification records to ensure efficient closure of technical issues.
- Identified that drawing delays would cascade into procurement bottlenecks; coordinated with procurement to bypass standard processes and initiate advance sourcing for confirmed items, reducing schedule risk.
- Tracked project milestones and in-progress issues weekly; escalated anomalies to management promptly to maintain information transparency.

Results to Date:

- Majority of technical disputes resolved with client; project continues to advance on schedule.
- Established a cross-department collaboration framework for new client onboarding, creating a reusable model for future similar projects.

EDUCATION

Nanjing University of Finance and Economics Hongshan College | Sep 2017 – Jun 2021 Bachelor of Arts in International Economics and Trade (Full-time)

- **Major GPA:** 3.6
- **Core Courses:** International Trade Theory and Practice, International Economics and Trade, Econometrics, Statistics, Finance, Economic Law

- Honors: Second-class Scholarship (2018, 2019), Third-class Scholarship (2017)

SUMMARY

- Project Management: Full lifecycle management · Risk identification & mitigation · Cross-functional coordination · New client onboarding · International client communication
- Systems & Tools: SAP · ERP · CRM · MS Excel (advanced) · AI-assisted workflow optimization
- Languages: English (CET-6, proficient in business correspondence, independent overseas client communication) | Mandarin (Native)
- Certifications: CET-6 · CET-4 · National Computer Level 2
- Training: NDT inspection · Coating processes · Procurement workflows (internal)