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# Philip Sun

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**Objective** To obtain a career oriented position with a class-leading company that will provide the opportunity for personal and trade skill development.

**Education** San Francisco State University  
▪ B.S., Business Administration & Management May 06

**Work Experience** philipsun.com Oct. 03 – Current

**Product Specialist / Photographer / Editor**

- Represent various component manufactures, wholesalers, and retailers at AAPEX and SEMA
- Publish SEMA center-spread feature in Option Magazine
- Wedding, editorial, and product photography with Kurty Photography
- Publish on various technology, culture, art, and automotive blogs

Serramonte Nissan - Sonic Automotive Inc. May 09 – Nov. 09

**Sales Consultant / Social Media Manager**

- Sonic Sales Professional Level II Certification
- Nissan vehicle full-line Certification
- 16-car monthly sales average
- 99% CSI rating
- Manage new leads and maintain current clientele via eLead CRM
- Spearhead and management of Facebook and Twitter services

Unknot.us LLC Feb. 08 – Jan. 09

**Founder**

- Organization and management of 3-member build team
- Analysis of market, risk and benefit
- Analysis of value creation and distribution channels
- Asset control and management
- Development and testing through Alpha

Toto Publishing Co., Taipei Taiwan May 05 – Aug. 05

**Project Manager**

- Organize and manage development of Flash website
- Market analysis and consultation
- Search engine optimization resulting in multiple keywords in top 10 Yahoo Taiwan

**Translator / Direct Assistant to President**

- Provide Mandarin Chinese-to-English translation of speech and documents for company operations
- Direct administrative support to President and executive team

Telephia, Inc. Jul. 04 – Oct. 04

**Accounting Assistant**

- Interoffice assistance / direct support to Controller and external consultants
- Manage land and wireless telephone accounts via Epicor database

BridgeSpan, Inc. Nov. 02 – Aug. 03

**Accounts Payable / Human Resources Assistant**

- Generation and analysis of loss and expense reports
- Encode and index AP data entries via Oracle database
- Assisted CIO and Training Department to implement *FISH! Philosophy*

IGN Entertainment, Inc. May 00 – Feb. 02

**Automotive Channel Editor / Customer Service Intern**

- Research and analysis of automotive related content
- Daily editorial publication of automotive related content
- Test drive and review variety of vehicles
- Organize and manage incoming e-mails (1500+ daily) from site users
- Promptly reply to customer e-mails with detailed solutions
- Provide customers with over-the-phone solutions

**Languages**

Fluency in Mandarin Chinese

**Skills**

- Proficient knowledge of automotive industry, American, Asian, European
- Proficient knowledge of automotive components, OEM and aftermarket
- Proficient knowledge of engine, chassis, and suspension tuning
  
- Proficient in all MS Windows and Mac OS
- Proficient in MS Word, PowerPoint, Excel, Outlook
- Proficient knowledge of HTML, Macromedia Suite, Adobe Suite
- Proficient knowledge of film and digital photography
- Proficient knowledge of post-production editing
- 90 WPM at 95% accuracy