

Lan Lan | Sourcing Specialist / Procurement Support

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PROFILE	Bilingual sourcing and retail professional based in Shanghai, with hands-on experience in product sourcing, supplier research, material comparison, factory screening, sample coordination, price negotiation, and production follow-up. Experienced supporting overseas clients across bags, wedding stationery, home textiles, packaging, fabric, trims, and consumer product categories.	
SKILLS	Sourcing & Procurement: Supplier Research, Factory Screening, Material Sourcing, Price/MOQ Negotiation, Sample Coordination, Production Follow-up.	Quality & Product Review: Sample Evaluation, Fabric Comparison, Color/Finish Checks, Hand Feel Review, Construction Details, Supplier Test Data Review.
	Product Categories: Bags, Fashion Accessories, Textile & Fabric, Trims, Wedding Stationery, Packaging, Home Textiles.	Communication: Bilingual in English and Mandarin, Overseas Client Support, Supplier Follow-up, Cross-cultural Coordination, Detail-oriented Reporting.
SELECTED SOURCING PROJECTS		
2019 - Present	Independent Sourcing Specialist / Procurement Support	Shanghai
	- Supported overseas clients with product research, supplier comparison, material sourcing, sample coordination, price negotiation, and production follow-up. - Communicated with China-based suppliers and factories in Mandarin while providing clear English updates to overseas clients. - Protected client confidentiality by withholding brand, factory, supplier, and production details in all public-facing materials.	
Case 01	Custom Tote Bag Sourcing, US Designer Brand	Bags
	- Sourced 16A mercerized cotton canvas, polyester lining, faux leather straps, YKK zipper options, and embroidered logo execution for a custom designer tote bag. - Compared fabric, zipper, faux leather, lining, and bag assembly suppliers; screened factories by sample quality, stitching consistency, production capability, pricing, and track record. - Supported sample development, small-batch production, formal production, and supplier/factory price negotiation over a 3-4 month project timeline.	
Case 02	Boutique Wedding Stationery Sourcing, UK Wedding Planner	Paper
	- Sourced a coordinated wedding stationery suite including invitations, wax seals, vellum wraps, belly bands, menu cards, place cards, escort cards, table numbers, seating chart cards, ceremony programs, thank-you cards, and custom stickers. - Compared printing factories, wax seal suppliers, and paper suppliers for 600g cotton cardstock, gold foil, embossing, die-cutting, wax seal logo execution, and sample book development. - Helped consolidate paper goods into one consistent navy-and-gold minimalist suite and supported price negotiation, sample review, and small-batch order coordination over approximately 2 months.	
Case 03	Premium Bedding Set Sourcing, US Home Brand	Textile
	- Sourced duvet covers, bed sheet sets, pillowcases, 100% Pima cotton fabric, and matching fabric packaging bags for a Boston-based home brand targeting the US mid-to-high-end market. - Screened fabric suppliers and bedding factories by export experience, sample quality, hand feel, shrinkage control, color consistency, US sizing knowledge, and factory test data. - Supported sample development, formal production, price negotiation, MOQ negotiation, and lead time negotiation over an approximately 4-month project timeline.	
RETAIL EXPERIENCE		
Sept 2021 - Feb 2024	Cosmetic Sales Associate, Bloomingdale's	Retail
	- Developed strong product knowledge across skincare, makeup, fragrance, and luxury beauty brands through daily customer consultation and sales support. - Monitored customer preferences, best-selling items, seasonal trends, and product feedback to support effective product recommendations. - Maintained merchandising displays, stock replenishment, and product presentation standards to support strong in-store sell-through.	
EDUCATION		
May 2015	York College	