

Andy Zhu
4906 Prestige Court
Yakima, WA 98908
(206) 240-2387
Azhu06@gmail.com

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Dear Danell O’Neill,

I am highly motivated in becoming a Category Manager at Topco Associates because I want to be associated with the “top companies” and assert my knowledge to continue to help Topco reach its’ full potential. I understand Topco strives to provide the best quality product for their customers and I want to become a part of your skilled and dynamic team. Currently, I am a hard-working and enthusiastic Production Supervisor with Zirkle Fruit Company and determined in building a successful career in the produce industry. I also have a strong analytical and computer background developed in my time at the University of Washington through multiple statistics and programming classes. Including my years of customer service experience, I feel as I would be the best candidate for the Category Manager position at Topco Associates.

As an Agricultural Inspector, I examined and graded the quality and condition of different commodities (Apples, Pears, Cherries, and Etc.) to ensure it met the standards set by Washington State and the U.S. for exporting. I worked with industry’s production and shipping teams to help deliver their customers the best quality product, while also keeping them within regulations. I was highly regarded by the industry with my attention to detail in phytosanitary certificates and export certificates. I also took on the additional challenge of providing up to date training on inspection regulations.

Working in production at Zirkle Fruit Company has made me realized how important it is to work together as a team alongside every department with the bigger picture in mind to deliver the best quality. And our decisions affect both the growers and consumers from their livelihood to their safety. I have profoundly developed a passion in wanting to help the growers and consumers and maximize the potential for improvement.

In my experience in agriculture, I understand the importance of the industry on our local economy. That is the reason why I want to continue to pursue a career in this industry, along with the vast amount of learning and growth potential. My strong motivation to succeed and pride in my work ethic is unwavering to that of other applicants. I am dependable, punctual, and dedicated. And I would appreciate your consideration and opportunity to discuss the Category Manager position with Topco Associates. I can be reached via cell phone, 206-240-2387 or email at azhu06@gmail.com. Thank you for your time and I look forward in speaking with you soon.

Sincerely,

Andy Zhu

ANDY ZHU

• Azhu06@gmail.com • 206-240-2387 • 4906 Prestige Court, Yakima, WA 98908

EDUCATION

Goldendale High School, Goldendale, WA, 2002-2006

- Top 10% of class

University of Washington, Seattle, WA, 2006-2011

- Statistics
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PROFESSIONAL EXPERIENCE

PRODUCTION SUPERVISOR

Zirkle Fruit Company, Selah, WA, March 2017 – Present

- Negotiate the quality standards with buyers to maximize the pack out for the growers, while also maintaining the best quality for the consumers.
- Liaison between production and sales to ensure orders are fulfilled according to the customer's specifications.
- Manage, mentor, and grow employees to reach their highest potential.
- Fulfill difficult tasks by utilizing staff and resources available.
- Developed strategies to overcome past inconsistency by building correlations from previous and current runs to boost production efficiency.
- Run daily spreadsheet reports to determine current production goals and cost analysis.
- Seek and test new innovations to reduce labor cost and achieve a more automated production line as labor wages continue to increase.

AGRICULTURAL INSPECTOR

Washington State Department of Agriculture, Yakima, WA, October 2014 – March 2017

- Interpret and apply Washington and US grade standards, follow proper inspection procedures, and enforce fruit and vegetable laws and regulations.
- Inspect commodities to meet state or federal shipping point requirements, US Apple Export Act, importing countries specific work plans, and phytosanitary requirements.
- Assist supervisors with monitoring of paperwork, training, and supervision in the field.
- Issue federal-state certificates, shipping documents, and other clearance documents for domestic and foreign destinations. Issue off grade/condition reports for noncompliance of commodities that do not meet federal or state regulations.
- Identify systems of pest and disease for phytosanitary certificates and detailed note sheets of samples on inspected product that has met clearance requirements.
- Adhere to Good Agricultural Practices (GAP) and Good Handling Practices (GHP) designated by the USDA and warehouse facilities to minimize food safety hazards.
- Effectively communicate with stakeholders and industry using good judgment and tact with the ability to withstand trade pressure to create a positive and efficient work environment.

RESTAURANT MANAGER

Panda Garden Restaurant, Sunnyside, WA, October 2011 – September 2014

- Successfully complied and trained personnel on food safety to satisfy state regulated policies, along with creating sanitation procedures.
- Consistently kept in contact with vendors and built strong working relationships.
- Developed an efficient system to review and process all financial reports and payrolls that saved in accounting fees to help maintain business expenses to a minimum.
- Purchased inventory and negotiated pricing with vendors to maximize profits.

FINANCIAL SERVICES REPRESENTATIVE

Peoples Bank, Seattle, WA, October 2008 – December 2012

- Simplified banking based on client's needs and accessibility by building rapport.
- Analyzed daily balancing records to ensure preventative losses.
- Ensured new and existing accounts complied with federal policies through meticulousness.
- Developed and sustained relationships with clients to improve longevity and confidence.
- Initiated and carefully processed foreign and domestic wire transfers to meet regulations.

QUALIFICATIONS

- Self-driven and motivated by new opportunities.
- Detail-oriented and organized individual.
- Maintaining a calm and optimistic outlook.
- Proficient in Microsoft Office Suite.
- Strong oral and written communication skills.
- Ability to multi task to consistently meet deadlines.
- Actively seek new procedures to create efficiency.
- Strong computer and analytical skills.