

Wenjie Luo

Supply Chain and Project Coordinator | Graduating Jan 2027

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PROFILE

Experience in supplier coordination, shipping documentation and KD (knock-down) project coordination. Use Excel, Python and process analysis to support deliveries and clear handoffs.

EDUCATION

- National University of Singapore | MSc Civil Engineering**Aug 2025 - Jan 2027
- Transport focus; research in transportation information and control.
- Chang'an University | BEng Transportation Engineering**Sep 2021 - Jun 2025
- GPA 3.16/5.0; approximately top 15% of the cohort.

EXPERIENCE

- Far East Facade | Project Engineer, Engineering Department**Jun 2026 - Present
- Coordinate testing and deliveries for 15 façade material types across 5 suppliers; align installation milestones in weekly contractor meetings.
 - Support subcontractor discussions on price, equipment and staffing; prepare monthly reports and parse supplier emails in Python.
- Chery International | Product Intern**May 2026 - Jun 2026
- Maintained the KD project Gantt plan; aligned development and production milestones with shipments and arrivals of sample vehicles and production parts.
 - Prepared import eligibility documents, supported export compliance checks and followed up on transport and customs clearance.
- Expeditors | Supply Chain Assistant**Dec 2024 - Apr 2025
- Coordinated carriers, clients and customs brokers on shipping and clearance updates; prepared and reviewed customs declarations.
 - Improved Excel workflows with VLOOKUP and pivot tables, raising document-processing efficiency by approximately 30%.
 - Refined existing checks by consolidating required fields and common errors into a declaration-review checklist, reducing manual errors.

PROJECTS

- Civil Buddy | Packing Workflow**Jul 2026 - Present
- Built a workflow from material input to packing, human approval and container plans; deterministic tools calculate coordinates and container counts.
 - Wrote the packing PRD and acceptance checklist; all 128 deterministic evaluations passed, with refusal reasons and recovery steps recorded.
- Lean Construction | Course Project**Feb - Mar 2026
- Contributed to a video study of three formwork cycles; mapped process flow and crew balance, identifying 297 seconds of waiting (about 46%).
 - Proposed smaller batches and a revised layout without an intermediate buffer; calculated a cycle time of 6 min 40 sec versus about 10 minutes.

SKILLS

Operations: supplier coordination, shipment tracking, import/export documentation, KD project coordination
Tools: Excel (VLOOKUP, pivot tables), Python, Gantt charts; process mapping and time-and-motion studies