

# Veronica Fua

Residence: 318B Anchorvale Link #49 Singapore 6767318 / e-mail address: [ba@yahoo.com.sg](mailto:ba@yahoo.com.sg) / Mobile: +65-924767600

---

## **SUMMARY**

Capable executive with initiatives and experience in diversified field of works. Qualified product designer with experience of seeing products from concept to manufacturing. Spent the last five years setting up and running the supply chain of a toy designing company in Singapore. Sourcing, negotiations with vendors / manufacturers, QC & sample approvals, preparing B.O.M, traveling, monitoring inventories of products and its ex-factory dates, planning lead time and maintaining schedules amongst other responsibilities.

Articulated, able to communicate effectively in English, Mandarin and other dialects also capable in colloquial bahasa Malaysia. Adapted and flexible to deal with situations outside normal circumstances when called for. Able to liaison between all levels of personals in my current work environment, from production managers to engineers. Predominantly productions are in southern China. Also constantly seeking learning opportunities when given.

Tertiary Educations: BA(Hons) London , U.K

Post military : Diploma , Singapore

Secondary Educations: Singapore

Primary Educations : Singapore

---

## **TECHNICAL SKILLS**

**Operating Systems:** Windows 98/2000/XP/Macintosh

**Applications/Tools:** MS Words/ MS Excel

**Techniques:** Technical drawings skills, perspective illustrations, communicating ideas.

---

## **PROFESSIONAL EXPERIENCE**

**Stikfas Pte Ltd**, Singapore. *Remunerations: SGD 4,000 + Transport & Ent. SGD1,200* 2003 – Present  
**Account Manager**

- Participate in line plan of products for working year. Prepare line plan on Excel spreadsheets.
- Allocation of product codes for easy reference and computing.
- Follow up on elements such as 3D pro –e , packaging designs, material specifications from concerned executives.
- Prepare B.O.M (Bill Of Materials) and send specifications for quotations.
- Designed a series of documents such as quotation requests, purchase orders, delivery instructions and requisition forms with serial numbers for easy reference, as multiple products or projects are going on at the same time.
- Overseas travel to vendors on scheduled visits and when necessary, mainly to Hong Kong and China.
- Constant communications maintain on almost a daily basis with factories in China through phone calls and e-mails to facilitate a smoother process. Good communications will reduce problems.
- Processing purchase orders from sales department and projecting ex-factory dates for customers.
- Monitoring goods on the move through tracking numbers & delivery orders. Goods generally heads to U.S, Japan , U.K, Europe, Australia and Singapore.
- Involved in process of getting products through CE testing for Europe and other requirements . Constantly advised on new restrictions on use of materials by experienced vendors and customers.
- Approval of product quality and product samples.
- Managing good working relationships and understanding with vendors. Cross cultural experience is crucial.
- Soliciting new vendors and seeking competitive costing. However , on the ground assessments on set ups and integrities of vendors are more critical.
- Negotiations on cost and production time line is within the perimeters of responsibilities.
- Soft and hard copy filing of all documents and e-mails within scope of work and a back up.
- Occasional duties include conceptualizing of new products for specific customers. Done with understanding of design requirements and feasibility of productions and its cost.

---

**Bete Noire Designs, Katong, Singapore**      *Remunerations: Varied/ Averaging SGD 3,500*      2000 – 2003  
***Independent Consultant, Sole Proprietorship***

- Provided interior design services.
- Solicit sales in both commercial and residential projects.
- Provide budgetary quotations and floor plans for potential clients.
- Prepare contracts and agreements.
- Prepare designs and presentation boards from plans (lay out plans/ceiling plans/M&E plans), perspective drawings, to material samples.
- Project management and site co-ordination for projects in progress.
- Actively solving on site problems and addressing situations as they arise.
- Liaise with all vendors and contractors.
- Formal walk through with clients for purposes of rectifications, touch ups and handing over.
- Collection of balances due to Bete Noire.
- Provide after sales services from defects to additional items or services required.
- Maintain good customers relationships.

**L'image Pte Ltd, Orchard Road, Singapore**      *Remunerations: SGD 2,000 + Commissions*      1999 - 2000  
***Sales Design Consultant***

- Provided sales and design services to walk in clients and follow up on clients from sales department.
- Responsible for initial layout plans, budgetary quotations, agreements.
- Handle site co-ordinations, soliciting progressive payments and after sales services.
- Prepare work schedules, construction drawings and M&E drawings.
- Handles four to five clients at any one time.
- 

**Zone Consolidations, Playfair Road, Singapore**      *Remunerations: SGD3,800*      1998 - 1999  
***Chief Designer***

- Recruited to set up a design department for the company which is a licensee of Walt Disney . The department is of a strength of six designers, comprises of graphic and product designers.
  - Responsible for department's daily workings and progress.
  - Work planning and allocations. Monitor progress, results, feasibilities and potential of all proposals.
  - Ensure guide lines from licensor are closely adhered.
-

**Gate Antiques**, Lock Road, Singapore *Remunerations: SGD 3,500*

1996-1998

**Senior Designer**

- Provided design and sales services to clients with a wish to decorate their residence or offices with solid timber furniture in period styles. Anything from Balinese to Victorian, from four posters beds to Jacobean sideboards replicas.
- Prepared design proposals to clients and construction drawings for craftsman in Indonesia.
- Travel to Indonesia's island of Java on occasions.
- Site installation and co-ordinations.

**McGrens & Associates Pte Ltd**, Singapore *Remunerations: SGD 2,500*

1994 - 1996

**Interior Architect**

- Interior designing, solely commercial projects. From offices to restaurants.
- Space planning.
- Provide themes and concepts for clients.
- Technical and construction drawings.
- Liaise with vendors and contractors.
- Site co-ordination and inspections.

**EDUCATION**

**Middlesex University, London, U.K**

***BA(Hons) PRD Product Design***

**NanYang Academy of Arts**

***Diploma Graphic Design***

**OTHERS**

Posses a class 3 driver's license since 1994.

Served National Service Sep 1986 – Mar 1989 (Unit 5 SIR)

**PERSONAL PROFILE**

Place of Birth: Singapore

Date of Birth: 7<sup>th</sup> August 1967

Race: Chinese