

Jonathan C. Lin

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Education

University of California, Irvine

2008-2012

Bachelor of Arts, Business Economics

Major GPA: 3.83 | Overall GPA: 3.681 | Cum Laude

Experience

iCrossing Inc

San Francisco, CA

Assistant, Media Finance Operations

2016-2019

- Manage complete accounts payable cycle for agency media billing according to GAAP
- Process high volume of invoices from media partners, publishers and ad servers
- Create and maintain detailed up-to-date account files/contracts and media spend reports for all clients through all disciplines
- Reconcile bills and resolve invoice disputes by working with media planners, running delivery reports on DCM, and interacting as the first point of contact with publisher partners.
- Coordinate with accounting team and project management teams to ensure timely payment from clients and to partners, assist with client media reconciliations, and implement improvements in accounting processes
- Assist with accruals and monthly closing process for display and programmatic disciplines
- Support audits requests from both clients and vendors

Ritek USA Advanced Media Inc

Diamond Bar, CA

Accounting Specialist and Operations Manager

2013-2015

- Develop operations and financial reporting models to generate sales and financial reports
- Build sales, financial, inventory, and accounts receivable reports on excel from data gathered in SAP
- Manage complete accounts receivable and accounts payable cycle
- Support sales operations through order management and client relations
- Support controller duties through bank management and reconciliation, support internal and CPA audits
- Support purchasing duties by coordinating between Ritek HQ, third party logistics, warehouses, and sales
- Managed order fulfillment process and inventory for 5 domestic and international warehouses

ViewSonic Corporation

Walnut, CA

Inside Sales Representative

2012

- Establish B2B relationships and provide product, promotion, sales support, and pricing
- Work closely with channel marketing manager to generate and qualify leads from trade shows and campaigns e.g. tablet sample giveaway to promote new tablet products, eco-friendly monitor campaign geared towards government organizations
- Maintain accounts and opportunities and nurture leads within Salesforce to support field sales reps
- Work trade shows or visit customers on site to perform product demos and expand customer base
- Support field sales reps on digital signage projects with high margin large format displays and major high-volume projects
- Work directly with tier 1 accounts on minor projects such as projector system setups for offices or classrooms

Skills & Interests

- Advanced knowledge of Microsoft Office Suite (Excel, Word, Powerpoint)
- Advanced knowledge of SAP and Netsuite ERP software and Salesforce CRM software
- Intermediate knowledge of Google Doubleclick Campaign Manager, Bing, and Facebook Blueprint
- Intermediate knowledge of MySQL
- Intermediate knowledge of Oracle Business Discoverer
- Intermediate Adobe Photoshop skills
- Knowledge of computer/server hardware and assembly
- Conversational Mandarin Chinese
- Interests: art (digital, pencil), team sports, basketball, dragonboat racing, cooking, reading, technology