

# Kevin Lin

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*Detail-oriented graduate with recent experience in a procurement and administration role in a pharmaceutical company.*

## Experience

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**Procurement/QA Assistant**, full-time Nov 2019 — May 2020

**Lavida Pharmaceuticals**, Wetherill Park

- Assisted in the planning of raw material purchase from overseas suppliers (air and sea freight), from Asia.
- Prepared purchase orders and other documentation necessary for imports
- Liaised with custom broker to ensure the timely delivery
- Assisted in data entry for the procurement and QA team.

**Quality Engineering Intern**, full-time

Nov 2018 — Feb 2019

**Prysmian Group**, Liverpool

- Collaborated with quality engineers, producing work instructions
- Registering data on SAP, regarding quality issues
- Addressed non-conforming quality issues, with procurement, business and factory teams
- Calibrated devices and performed electrical resistance tests for metal conductors
- Prepared complaint reports and made recommendations, analysing and summarizing data

## Education

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**Bachelor of Chemical and Biomolecular Engineering (Honours)**

2016 — 2019

The University of Sydney

### Group Project

- Designed and optimised a natural gas processing plant, with the aid of simulation tools
- Created detailed mechanical drawings

### Graduate Research Project

- Completed laboratory-based research related to 3D-printing
- Provided safe handling of chemicals and medical grade materials

## Skills

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SAP, CargoWise, Fishbowl, Microsoft Office (Word, Excel, Project)

## Languages

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Mandarin and some Spanish

## Referees

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Available on request