

# Kevin Lin

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Full time import coordinator currently learning and practicing web development skills.

## Experience

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**Import Coordinator**, full-time Dec 2020 – Present

**Bollinger Shipping Agency**, Thornleigh

- Organised import documentation for custom & quarantine processing
- Liaised with forwarders and clients to ensure timely deliveries
- Contributed to the workflow efficiency improvement and automation via utilization of backend Macros of the currently used software (Cargowise)

**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)
- 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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Web Development: HTML, CSS, Javascript, Node.js, MySQL, MongoDB.

Other software: SAP, Cargowise, Microsoft Office (Word, Excel, Project), Aspen HYSYS

## Languages

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Mandarin and some Spanish

## Referees

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Available on request