



# Emily Lin

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## Education

University of California, Berkeley  
*UX UI Certification*

University of California, Davis  
*Bachelor of Arts in Design with a minor in Economics*

## Skills

UI Grids and Composition,  
Color Theory, Heuristic Evaluation, User Interviews  
Usability Testing, Qualitative Research, Visual Design,  
Prototyping, Usability Testing,  
UI Grids and Composition,  
Typography, Interaction Design, Iconography

## Tools

Figma, Invision, Adobe XD,  
Adobe Illustrator, Adobe Photoshop, Mural, Quip, Miro,  
Github, Trello, Webflow

## Coding

HTML, CSS, Bootstrap,  
JavaScript, JQuery

## Languages

English, Mandarin

## Affiliations

Alpha Phi Omega

National Society of Leadership and Success  
*Publicity Chair (2015-2016)*

## Work Experience

### Procurement Planner -Benefit Cosmetics

Jul 2020 - Present

- Handle a wide scope of vendors and fillers
- Conduct inventory counts and reconciliations at vendor sites

### Jr. Procurement Planner -Benefit Cosmetics

Dec 2018 - Jul 2020

- Plan and place orders based on MRP
- Run on time in full (OTIF) analysis for vendors
- Identify and solve issues in MRP forecasts
- Build and send monthly forecasts to vendors and suppliers
- Monitor phase out items to determine liabilities and create actions plans
- Manage the expiry of items to ensure proper shelf life
- Keep track of inventory to assure meeting inventory targets
- Follow up and update delivery dates
- Communicate with cross functional teams to discuss and resolve issues
- Create training documents for new onboarding members
- Daily work with Microsoft Dynamics AX

### Product Manager/Buyer -Supermicro

Feb 2017 - Dec 2018

- Fabricate product strategies on Intel SSD products by studying the current market competition and industry trends to ensure revenue growth
- Apply for special pricing support with Intel on projects to stay competitive and gain market share
- Forecast needed quantities of SSD for upcoming quarters by looking at past quarter trends and studying future market movement
- Monitor inventory by referencing forecasts to ensure there is adequate stock on hand
- Come out with promotion plans to push out slow moving items  
Provided SSD product training to the sales department
- Produce purchase orders in SAP and place orders with Intel
- Track shipments daily and provide ETA and lead times to sales

### Graphic Design Intern - Chapman University

Aug 2013 - Dec 2013

- Create figures and designs for the Davis Quad garden
- Design labels for all plants
- Plan and organize the placement of the garden