



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