



# 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 Class of  
2016

## 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*

- Handled a wider scope of vendors and fillers
- Conducted 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 as well as place orders with Intel
- Track shipments daily and provide ETA and lead times to sales