

Tai Chun (Vicky) Lin

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EDUCATION

- Carnegie Mellon University**, Pittsburgh, PA Anticipated Graduation: May 2020
Master of Entertainment Technology, focus in Product Management
MBA Course: Principles of Product Management
- Cañada College**, San Mateo, CA Aug - Dec 2017
Classes taken: *Intro to Computer Science, C++ Programming*
- University of California at Davis**, Davis, CA Graduation: June 2012
Bachelor of Science in Managerial Economics (Top 20th percentile)
- Other Information:** Certified Associate Project Manager (License ID: 1909283) | GRE: [Quantitative Reasoning: 166/170]

ACADEMIC PROJECTS

- Building Virtual Worlds**, Entertainment Technology Center, Carnegie Mellon University Aug - Dec 2018
Product Manager
- Five rounds of two-week projects in which a team of four or five students of different backgrounds and skill sets (i.e., programming, art, sound design, production) collaborate to develop a new “virtual world” from concept to working prototype with different prompts and for various AR / VR platforms
- Responsibilities:
- Collaborate with cross-functional team and faculty to ensure project is within scope and delivered in a timely manner
 - Create project work plan and utilize agile project management methodology
 - Build prototypes, lead user testing and perform process improvements based on feedback
 - Compose and edit background music and sound effects for different experiences

PROFESSIONAL EXPERIENCES

- Williams-Sonoma Inc.**, San Francisco CA Jun 2016 - Aug 2017
Assistant Control Buyer
- Project Management
- Oversaw inventory management for three departments in Pottery Barn Kids, including include seasonal, nursery and decorative accessory products with total annual sales of over \$30M
 - Created a Purchase Orders (“POs”) tracking database to ensure on-time creation of POs and delivery of products
 - Maintained cross-functional relationships with Sourcing, Merchandising, E-commerce, Vendors and Retail counterparts to ensure on-time launch for every product season
- Forecasting
- Forecasted and presented “open-to-buy” information which includes sales, inventory level and forecast information, among other analyses, to Pottery Barn Kids’ senior management team
 - Collaborated with merchandising partners and senior buyers to create sales forecasts
- Google (Astreya Partners – Onsite)**, Mountain View, CA Apr 2014 - Jun 2016
Vendor Relations Associate Project Manager Aug 2013 - Mar 2014
Analyst
- Project Management
- Developed scopes for various projects, managed timelines and deliverables and communicated with stakeholders on various different, concurrent projects
 - Led the development of a forecasting and development tool which involved consolidating four different data sources to create a single database for forecasting yearly funding for over 200 power, utilities and renewable energy accounts
 - Reduced time spent on funding POs by over 80% by developing a permit database which reduced the frequency with which a time-consuming funding occurred on a monthly basis
- Forecasting
- Collaborated with FP&A and program managers to forecast spend and created purchase orders for over 200 power, utilities and renewable energy accounts
- Cost Savings
- Diligent review of various accounts resulted in over \$6M in annual cost savings

SOFTWARE & APPLICATIONS

- Microsoft Office Suite (advanced)
- C language: C++, C# (beginner)
- Logic Pro
- Google products (Gmail, Drive and more)
- Adobe Premiere Pro, Audition
- Unity (beginner)