**kevin lin**

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 (647) 299-0838

**Target**

Would like to get a global business job in large cities in China. Target positions could be in hotel management，supply chain strategies, or international business. Would like to learn, being permanent or getting high salary is not the top consideration.

# **Education**

2013-Present Ted Rogers School of Management, Ryerson University Toronto, Ontario

* Global Business Management
* Bachelor of Commerce

2009-2012 Centennial College Scarborough, Ontario

* International Business Co-op Advanced Diploma
* Graduated with honours designation

2005-2007 St. Lawrence College Kingston, Ontario

* Hotel and Restaurant Management Diploma

2002-2004 Sheridan College Oakville, Ontario

* Travel and Tourism Diploma

# **Work Experience**

2010/11 **Mayhew and Associates** Thornhill, Ontario

*Operations Associate*

* Created data matrix reports that added value to the organization by identifying actual project costs
* Participated in budget preparation of work assignments and labor hours
* Received and allocated warehouse inventory by Steelcase data system software
* Converted quotes into purchase orders
* Computed labor hours from delivery tickets for client invoicing
* Assisted account managers with client requisitions
* Volunteered at the CP24 CHUM Christmas Wish 2010 & 2011 for public relations

2008 **DirectBuy Toronto North**  Markham, Ontario

*Product Specialist*

* Placed purchase orders for members
* Performed inbound and outbound telephone calls
* Conducted new member welcome tours
* Settled price discrepancy and obtained price quotes through order tracking
* Assisted with problem orders by contacting suppliers
* Handled credit card and debit transactions
* Demonstrated innovative ideas, elected as a member of the continuous improvement team
* Proved second overall among product specialist in monthly customer order volume

2007 **Novotel Toronto Airport** Toronto, Ontario

*Room Attendant*

* Delivered courteous service to various guest inquiries and needs
* Provided routine cleaning procedures around the hotel
* Performed set up of business functions and banquets
* Coordinated with front desk in handling guest complaints

2006 **East Side Mario’s**  Toronto, Ontario

*Prep Cook*

* Prepped food items
* Provided general assistance to line cooks

2005 **The Hockey Hall of Fame**  Toronto, Ontario

*Guest Service Agent*

* Facilitated guest inquiries regarding hockey and museum policies
* Assisted at special events and corporate conferences with setups and provided directions

2004 **Game Day Auctions/Air Canada Centre** Toronto, Ontario

*Auctioneer*

* Promoted and informed customers of auction items
* Provided customer service and handled complaints

# **Industry Certificates**

2006 **Smart Serve Ontario**

* Responsible Server Training Program Certificate

2005 **Canadian Institute of Public Health Inspectors**

* Food Safety Training Certificate

2004 **CITC, Canadian Institute of Travel Counselors**

* Entry Level Certificate

# **Special Qualifications**

*Languages:*

* Read, write, speak English
* Read and speak in Mandarin

*Data Systems:*

* Demonstrated efficiency with Mayhew/Steelcase data system: Hedberg
* Demonstrated efficiency with DirectBuy operating system: T.OP.S