

DORA LIN

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Professional Profile

Dedicated and highly-motivated professional with extensive and expert experience for start-up, early-stage growth, and global operations. Bring wide knowledge in management positions as well as in working with different customers, co-workers, companies. Proven ability to incorporate innovative techniques and procedures to enhance business practice and increase sales revenues. Interact with diverse groups at all levels to complete projects and hold events with minimal supervision. Talent in problem-solving and brings outstanding technology and communication skills for all levels of the organization in written, verbal, and presentation formats.

PROFESSIONAL EXPERIENCE

Project Manager, *If Plus Co. LTD · Taipei, Taiwan*

February 2020-Current

Responsible for planning, overseeing and leading projects from ideation through completion. Requires interaction with a range of internal and external stakeholders, managing several moving projects through visual design and input into Unity 3D program. Collaborate mostly with government's project in library, bank system and medical fields.

E-commerce Coordinator, *Canlove International · Taipei, Taiwan*

November 2017-November 2019

Successfully generate online sales revenue by 64% within five months as well as monitor monthly sales performance, optimize promotional activities, and responsible for project success through effective actions, promotions, and marketing. Responsibly launch weekly editorial calendar with a dynamic content in order to engage and grow followers for online branding, and responsibly localize and modify content of website that has resulted in increasing online viewers by 50%. Perform tasks effectively and with proficiency as the editor of NONZERO lifestyle platform by designing, developing, and implementing communication campaigns as well as releasing monthly article of NONZERO Life + Style Online. Competitively and efficiently build/launch online shop through Shopify as well as joining another website building project.

Management Trainee, *Regent Hotels & Resorts · Taipei, Taiwan*

October 2016-November 2017

Efficiently implemented strategies and plans to drive engagement, sales, and traffic growth in different departments. Team was successfully awarded as the Traveler's Choice from Trip Advisor in 2016 by demonstrating quality service. Responsibly contributed in overall operations of the hotel while specializing in becoming a VIP butler at Tai Pan Lounge. Assisted departments like housekeeping, marketing, sales, customer service, and others in their daily routine operations. Performed tasks with proficiency in facilitating, managing, and increasing occupancy rate by making up sell of rooms.

Administrative Assistant, *Media Mobilize · San Francisco , USA*

February 2014-February 2016

Promoted the company through workshops and events. Effectively calculated and organized daily office expenses and presented monthly financial reports to the Co-Founder. Performed administrative activities by managing HR documents and company contracts, answering calls, and greeting visitors. Provided quality service as well as successfully recruited two new mobile developers through referrals and sourcing.

VOLUNTEERS & TRAINING

WSET LEVEL 1 Award in Wines 2019

TOEIC Score 930 points 2016

TED x Taipei Annual Event Supporter 2015

Dale Carnegie's Leadership Training Graduate 2014

Aveda Office Assistant 2012

EDUCATION & LANGUAGES

Bachelor Degree of Business Management - *San Francisco State University* Aug. 2009-Dec. 2013

President of Taiwanese Student Association and led 15-20 members to hold events and fundraiser.

Successfully sold 800+ school tickets through Halloween party and generated \$5,000 USD revenue.

Translated special education department website content from English to Chinese and successfully launched website.

Fluent English and Native Mandarin.