

Alya Vienneau-Lee

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WORK EXPERIENCE

Present

Independent

October 2020 – Present

Freelance Writer

Montreal, QC

- Full-time professional author working for companies primarily on a contractual basis.
- As a freelance writer, I mainly handle copywriting, scriptwriting, proofreading, and content design.
 - Conducted research to write editorials regarding trending developments within the technological sector.
 - Edited documentation pertaining to user manuals, outlining the SOPs for company employees to follow.
 - Pitched ideas for articles published week by week covering the performance of index funds.
 - Partook in the development of creative projects, generally within the video game industry. A portfolio of such can be found here. (<https://alya-v-lee.github.io>)

Past

Alimentation Couche-Tard

June 2020 – September 2020

Attendant.

Beauharnois, QC

- Managed register to provide swift transactions to customers.
- Organized inventory and restocked shelves on a fixed timetable.
- Frequently cleaned before closing to maintain store appeal.

EDUCATION

NOVA Career Centre

September 2018 – June 2020

Secondary School Diploma

Châteauguay, 70 Bd Maple

- Completion of full High School curriculum within a two-year time period.
- Graduated within the top 5th percentile rank of attending students.
- Partook in extracurricular activities to help organize school holidays and events.

SKILLS & INTERESTS

- **Skills:** Bilingual (En/Fr), technical writing, creative writing, communication, editing, content strategy, digital & social media marketing, google suite tools, office 365.
- **Interests:** Book reading, history, philosophy, movies, comedy, dungeons & dragons, video games.

REFERENCES

- Richard Villeneuve (514)-229-5378
- Jonathan Bourré Veilleux (438)-396-3697
- Andrey Kutash (450)-691-2540