Chanho Lee

⊙ La Mirada, CA | @ leechanho838@gmail.com | 🔗 https://zzanho.github.io/ | Linkedin

Skills

SQL	Tableau	Excel	Python
MySQL		VLookup, Conditional Formatting, Pivot Tables	Pandas

Projects

Data Cleaning and Exploratory Project 🌐	**Amazon Web Scraper Project** 🌐	**Scraping Data from Crypto API** 🌐
SQL	Python	Python

Experience

Montech Studios 10/2024 - Present
Project Manager Intern Remote
🔗 https://www.montech.io/

- Assist in the planning, coordination, and execution of Web3 and Blockchain projects, ensuring all deliverables are met on time, within budget, and aligned with client expectations.
- Collaborate with cross-functional teams, including design, marketing, and technology, to drive project success.
- Contribute to risk management and project scope definition to ensure smooth execution and prevent delays.
- Monitor project progress and ensure effective communication between internal teams and clients to provide regular updates.
- Track project timelines and budgets, ensuring efficient resource allocation and adherence to deadlines.

TPL&D 05/2024 - 08/2024
Project Manager Intern Remote

- Led the planning, coordination, and execution of multiple projects, ensuring all deliverables were met on time and within the budget.
- Developed comprehensive project plans, including timelines, budgets, and resource allocations, to ensure alignment with organizational objectives.
- Served as the primary point of contact for stakeholders, regularly updating them on project progress and managing expectations.
- Conducted strategic analysis and risk management to identify potential issues early and ensure smooth project execution.
- Successfully managed project scope and communicated with team members to meet predefined goals and quality standards.

Education

California State Polytechnic University	May 2024	**Cypress College**	June 2022
E-Business	Bachelor of Science	Business Administration and Management	Associate of Science

- Honors: Cum Laude

Languages

English

Korean