

Jie Hui

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[Portfolio](#) | [GitHub Page](#)

Education

Interactive Media Design - Diploma

May, 2021 - Present

Algonquin College, Ottawa ON

- Dean Honours List; Cumulative GPA 3.83 / 4.0

Purchasing and Supply Management - Bachelor

Sep, 2011 - June, 2014

Shanghai University of Finance and Economics, China

Program-Related Skills

Graphics

- Photoshop
- Illustrator
- Lightroom

Video / Audio / Animation

- After Effects
- Premiere
- Audition
- Animated

Layout / UX Design

- Adobe XD
- InDesign
- InVision

Multimedia

- Photography
- Videography
- WeChat Management System

Web Design

- HTML / CSS
- JavaScript
- WordPress
- Drupal

Additional Qualifications

- Ability to clearly communicate with team members and supervisors in a professional environment
- Highly cooperative and excels in a team environment as demonstrated during the 13+ years in various customer service roles
- A natural leader, skilled at managing and motivating teams to meet set goals
- Use effective time-management strategies to schedules tasks and complete work to deadlines
- Languages: Fluent in English and Mandarin.

Work Experience

A member of the entrepreneurial team, shareholder and legal representative

ZHI KAI Powder, China

May, 2014 – Present

- Responsible for the company's daily operations, collection, analysis and reporting of data, and suggestion of improvement.
- According to the company's human resource needs, led the recruitment and training of job preparation, pre-employment and on-the-job.
- Drew up and implement the company's various procurement plans. Review and control office and reception costs.

- Presided over various meetings and participate in discussions on major company decision. Supervise and inspect the implementation of meeting resolutions.
- Organized and planned the construction of company image. Organize and deal with corporate crisis.

References

- **Abhay Sharma** (he/him)

Professor & Coordinator | Interactive Media Design

Algonquin College | Design Studies

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- **David Qadri** (he/him)

Professor | Interactive Media Design

Algonquin College | School of Media and Design

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- **Jason Yang** (he/him)

Sales Manager

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