

TOBY LEE



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OBJECTIVE

To work with an interior design firm who offers synoptic client services, a range of design disciplines, and continued education within an inspiring and collaborative work environment.

WORK EXPERIENCE

Home to Home Advisory Services - Contractor

August 2013 - present

- Working directly with clientele to determine moving needs.
- Doing site measurements of spaces and furniture to transpose to AutoCAD.
- Supervise any third party services.

Visual College of Art and Design - Student Tutor

July 2015 - December 2015

- Maintained a 4.0 GPA to be hired as the student tutor for three terms.
- Provided weekly tutoring to all interior design students.

TH Design Consulting - Consultant

May 2015 - November 2015

- Work closely with clients in sourcing new furniture design with extensive knowledge to assist them with the product and services.
- Provide hand sketches for a visual representation of the product.

Our Town Cafe - Barista

March 2014 - December 2015

Providing excellent customer service while calmly and efficiently performing duties such as making and serving drinks and food.

Faubourg Paris Cafe and Bakery - Barista

July 2013 - December 2013

- Providing detailed descriptions of menu items to customers and sanitizing/cleaning areas behind and in front of the serving counter.

Starbucks - Shift Supervisor

June 2012 - July 2013

- Assist the store manager in the execution of store operations, including closing and opening of the store, cash handling, daily orders and organization of daily tasks.
- Delegating tasks in an organized manner to increase efficiency in store operations.
- Responsible for the increase of clover brewed coffee by 200% through strategic tactics.

Koryo Korean BBQ - Executive Assistant

May 2011 - January 2012

- Report directly to the CEO to maintain the calendar plan for scheduling and coordinating with several parties to schedule meetings.
- Keep records of all accounts, including collection, distribution and payroll

Pier 1 Imports - Sales Associate

March 2012 - January 2013

- Specializing in customer service and sales using detailed knowledge of furniture and other products offered.

EDUCATION

•Diploma with Honours in Interior Design

Visual College of Art and Design (VCAD)

Vancouver BC, March 2014 - April 2016

•Faculty of Applied Science

University of British Columbia (UBC)

Vancouver BC, September 2008 - June 2011

SKILLS

BASIC|INTERMEDIATE|EXCELLENT

REVIT

ILLUSTRATOR

PHOTOSHOP

MS OFFICE

3DS MAX

SKETCHUP

AUTOCAD

ENGLISH (written and oral)

KOREAN (written and oral)

LEADERSHIP

VCAD - Student Ambassador

July 2015 - April 2016

- Act as a liaison between school administration and interior design students and relay information in a diplomatic manner between parties.
- Coordinate with administration to set up free workshops for students, including introduction to revit and hand sketching/rendering.
- Participate and volunteer at campus wide activities and recruit participants.
- Participate in a student mentoring program in which we provide support to new students during the beginning of each term.

VOLUNTEERING

IDSWest - Vancouver Convention Centre

September 2014

- Assist in logistics of IDSWest convention and cross facilities.

ACTIVITIES

- Current member of IDIBC
- Obtaining LEED certification
- Obtaining NCIDQ certification
- Graphic design
- Photography
- Cycling

TRAVEL

- Extensive travel throughout Cambodia, Canada, Thailand, The US, and Vietnam