



# Che-Cheng Lee

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## Education

### Interactive Media Design (Honours)

Sep 2023 - Aug 2025

- Algonquin College, Ottawa, Ontario
- Deans Honour List: 3.97/4.00 GPA
- Class Rep for the first semester
- Major Courses:
  - Web Development
  - User Experience Design I
  - Graphic Design
  - Content Management I
  - Communication

## Program Relative Skills

- Design and align visual and print materials (menus, business cards, social media content, banners, logos, posters, company blog, etc.).
- Ability to design different templates for mock-ups.
- Create and transform designs into materials for web or print.
- Communicate with clients about design needs.
- Design websites with HTML, CSS, and WordPress.
- Create user interfaces using UX strategies, user research, interaction design, usability testing, visual design, and content strategy.

## Academic Projects

### Mock Project

- Designed a mock project package for a bakery and discussed with the client designs including logo, colours, Typography, and layout. The process included meeting and connecting with the client, researching, and designing and revising the business card and brochure.

### Web Development Project

- Used valid HTML and CSS to make a responsive website for Three Star Media and matched it with the given mock-up design including a navigation bar, images and texts in the header, using CSS Grid and Flex properties to display various elements, adding a contact form and Google map in main, and copyright in footer.

## Business Website Project

- Used WordPress to create and maintain a website with a theme for a small business including various posts and pages and added two plugins Contact Form 7 to create a contact form and Elementor Website Builder to customize the Meet the Team page.

## Work Experience

### Administration Staff

Nov 2021 - Mar 2022

SJ Dream. Ltd, Taoyuan, Taiwan

- Formatted and edited documents and produced professional-quality materials for internal and external use.
- Managed and updated company websites.
- Handled and delivered incoming and outgoing letters and packages.
- Interacted and connected with clients, customers, and visitors in a professional and friendly connection.

### Salesman

Feb 2021 - Nov 2021

WASU International Co., Ltd., Taipei, Taiwan

- Conducted market research and competitive analysis to give insights into business decision-making.
- Kept employee databases up to date, managed contact lists, and ensured the accuracy of information.
- Collected and analyzed data to produce reports, charts, and graphs that provide insights into office operations or specific projects.

### Administration Assistant

Jul 2019 - Feb 2021

Chan Chao International Co., Ltd., Taipei, Taiwan

- Welcomed guests, clients, and visitors, ensuring needs were met, and giving a positive first impression.
- Responded to customer inquiries, providing information, and assisting in resolving customer issues.
- Monitored and tracked expenses, and prepared expense reports for approval.