

# Trevor Lee

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## EDUCATION

**Bachelor of Science: Communication and Sustainability** June 2014 Portland State University (PSU), Portland, OR

## EXPERIENCE

Chin's Import Export, Portland, OR March 2019-Present **Marketing and Office Assistant**

- Process customers' orders on .Net for next-day delivery
- Analyze the prices of products from orders posted on Accounts Receivable
- Deposit customers' checks and create daily deposit reports
- Design mockup samples for customers, restaurants, and business owners

West Central Park Project, Olympia, WA June-August 2022 **Social Media and Content Marketing Volunteer**

- Developed a data communications and digital marketing plan for West Central Park Project
- Formatted a social media schedule to manage completed tasks on a weekly basis
- Suggested marketing strategies and graphic design ideas to expand social media presence

Portland Parks & Recreation, Portland, OR July 2018-March 2019 **Community Service Aide II**

- Managed timesheet and work order documents in MicroMain data processing software
- Provided quality assurance and cost analysis
- Processed requested work orders into MicroMain via phone from park technicians
- Provided technical support to a coworker who was assigned to a team project

Inkwell Xpress, Portland, OR October 2008-August 2012 **Advertising Assistant**

- Sold products and services while providing excellent customer service
- Built two professional web pages and designed marketing materials for business owners
- Created online marketing strategies to assist with ongoing business growth
- Obtained company's highest sale by selling products on eBay
- Assumed management of the store when needed and assisted with incoming customers

## TECHNICAL SKILLS

Design Software: Corel Draw, Adobe (InDesign, Photoshop, and Lightroom), and Canva

Social Media: Facebook, Instagram, LinkedIn, and TikTok

Web Development: HTML, CMS, and WordPress

## COMMUNITY ENGAGEMENT

Children's Healing Project (CHAP), Volunteer, 2006-Present

Portland Chinese Christian and Missionary Alliance Church, Volunteer, 2005-Present