

JIN LEE

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Jin Lee is a business orientated professional who has experiences in various work fields, who is always willing to learn new things, works well with teams and remotely.

EXPERIENCE & ACHIEVEMENTS

Marketing and Design Intern

June 2019 – August 2019
Canvas Home, New York, NY

Worked on the E-commerce side, designing email blasts using Photoshop and MailChimp. Assisted in the production, representation, and styling of sample sales and NY Now. Styled, shot and edited editorial and single products shots of new products for the catalog, website, and social media. Re-organized and handle Instagram and website.

Freelance Event Coordinator

August 2017 – June 2019
Cyrano Rox. New York, NY

- Whole30 Applegate
Venue scouting for the pop-up and production assistant for branding displays and creative decisions for props.
- Taco Bell Theater
Main contact for venue details. On-site production assistant.
- Herbalife President's Retreat 2018
Planned all production aspects for the event, creating budgets and presentations. Was the main point of contact for vendors, entertainment, furniture rental, and branded POS.
- Taco Bell & Breakfast
Worked remotely for the pre-production of the event. In charge of all research and the main point of contact for all vendors. Also the main contact for all on-site management including venues, brand ambassadors, and catering staff. Also worked on various design aspects.

Freelance Regional Manager

July 2016 – Current
BTONY (Blended Teas of New York), New York, NY

Oversees the ordering process of teas, manages the business relationship between the tea supplier and the company. Attend multiple meetings in person, and via Skype for company updates, improvements, and translation emails, in Korean and English. Organized all needed documents via Google Drive for orders, contracts, and invoices.

Personal Styling Assistant

February 2016 – July 2017
CausingStyle, New York, NY

Organized invoices, learned private client satisfaction. Engaged in the shopping, selling, for clients. Marketing the brand via social media, word of mouth, and bringing in new clients. Assisted with multiple editorial photo shoots, casting models and scouting locations.

Personal Styling Assistant

February 2016 – July 2017
CausingStyle, New York, NY

Organized invoices, learned private client satisfaction. Engaged in the shopping, selling, for clients. Marketing the brand via social media, word of mouth, and bringing in new clients. Assisted with multiple editorial photo shoots, casting models and scouting locations.

Design Assistant

September 2014 – November 2014
Bien Vetu, Gangnam-gu, Seoul, Korea

Worked with the designer, learning about how a small accessories design company works with factories, sales, in stores and pop-up stores through marketing and design

Graphic Design Intern
July 2014 – September 2014

Seoulcialite Group, Gangnam-gu, Seoul, Korea

Designed a varies of event posters, fliers, menus, business cards, clothing, stickers, gift bags, logos, letterheads, cover pages, and branding variations. Experienced what a marketing office-working environment is like, producing products, venue spot checks for events, and sending emails to vendors.

Graphic Design Intern
February 2014 – April 2014
Sanctuary T, New York, NY

Worked on various event fliers, posters, menus, and interior decoration. First experienced internship and job as a graphic and advertising designer. Practiced time management and meeting due dates.

COMPUTER & LANGUAGE SKILLS

Proficient in Microsoft Word, Excel, Power Point, Adobe Photoshop, Illustrator, Fusion 360, Research, Social Media, Microsoft Office and Google Drive.

Native in Korean and English

EDUCATION

Product Design Major, Creative Entrepreneurship Minor

August 2012 – May 2020 expected

Parsons The New School of Design

Honors/Awards/Scholarships

- Bachelor of Fine Arts Scholarship
- Dean's Bachelor of Fine Arts Scholarship