

Edward Lee.

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📷 [edwardlee.design](https://www.instagram.com/edwardlee.design)

SUMMARY:

A young and committed Graphic Designer with fresh ideas to not only create a useful piece of design, but turning it into and small piece of art. I am hungry to learn more about graphic design and thrive off working as part of a team. I have some experience with working with clients to create designs that fit their needs, and I intend to expand on my knowledge of the graphic design business.

WORK EXPERIENCE:

Legal Secretary- Lee&Co Solicitors: Aug - Sep 2024

- Operated the front desk in a solicitor's office, meaning I was helping with matters from members of the public from all ages and backgrounds.
- Opened new criminal cases and assigned them to a lawyer.
- Set appointments for customers to meet with the lawyers.
- Created a welcoming and approachable relationship with customers in the office or over the phone.
- Learned a new system that allowed the lawyers to keep information on their case online.

Labourer: Jul - Sep 2023

- Worked closely with members of a team to swiftly and efficiently refurbish buildings.
- Taught me hard work and resilience.
- Picked up new skills such as bricklaying, painting, pointing, and joinery.

Office Assistant- Lee & Co Solicitors: Jul 2022 & Jul 2023

- Developed a system to arrange and store office files and documents.
- Worked in a team to improve the efficiency of the office, along with the overall appearance.

Cafe Worker- Cafe Dolce (Southport):

- Helping out when I can to make sure the team are not understaffed.

EDUCATION:

The University of Huddersfield: Sep 2023 - current

- Graphic Design and Animation BA (Hons).

A Levels- Westholme Sixth Form: 2023

- 3 A Levels - A*, A, D.

GCSE's- Westholme School: 2021

- 9 GCSE's - 9, 9, 8, 7, 7, 7, 7, 7, 7.

SKILLS:

- Adobe Creative Suite.
- Music/ Sound Technology.
- Photography
- Public Speaking.
- Photography
- Creativity.
- Communication.

ACHIEVEMENTS:

- Shortlisted/ nominated in 'Collaborwriter' logo design competition.
- Awarded 'Music Captain' (22-23), organised music events and performances for school.

INTERESTS:

- Sports - Football + Golf.
- Music - Saxophone.
- Travel.