

# HIRAM CHEEP

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## SUMMARY OF QUALIFICATIONS

- Excellent creative design abilities demonstrated throughout work and academic experiences
- Proven skill in meeting deadlines and goals in quickly changing environment
- Outstanding interpersonal skills with diverse groups of people
- Proficient with Microsoft Office Suite, HTML, Photoshop, InDesign, Acrobat, and Illustrator

## EDUCATION

**Bachelor of Fine Arts, Design,** Western Washington University (WWU), Bellingham, WA, expected March 2021

## RELEVANT SKILLS AND EXPERIENCE

### Creative Design

- Designed, managed and updated webpages-including text, graphics and layout-for Chinese Student Association of WWU ([www.wwu.edu/csa](http://www.wwu.edu/csa)), Asian Pacific Dragon Boat Club ([www.dragonbc.org](http://www.dragonbc.org)) and Seattle Dragon Boat Crew ([www.seattle.dbc.org](http://www.seattle.dbc.org))
- Created logos, digital images, t-shirt designs, stationery and print materials for above clubs
- Able to draw and sketch in pencil, graphite, and charcoal media

### Communication and Interpersonal

- Made numerous presentations and facilitated group discussions in workshops
- Wrote press releases and business correspondence, coping productively with deadlines
- Advised peers and students confidentially in multicultural environment
- Awarded Macy's Pursuit of Excellence Certificate for delivery of outstanding customer care

### Administrative and Business

- Coordinated and scheduled meetings, fundraisers, special events and student conferences
- Researched files, records and other documents obtaining information for response to client requests via phone, on-line chat, e-mail inquiries and fax
- Maintained and updated files, inventory, correspondence and database systems
- Consistently exceeded sales and customer support goals

### Technical

- Microsoft Word, Excel, Access, PowerPoint, and Outlook
- Adobe Photoshop, Illustrator, InDesign, and Acrobat
- HTML, CSS and other department software applications

## PROFESSIONAL EXPERIENCE

<b>Personal Shopper</b>	Macy's Direct, Seattle, WA	October 2018-April 2019
<b>Design Intern</b>	PIXY Radio, Seattle, WA	February-August 2019
<b>Support/Sales</b>	Finer Wireless Tech., Renton, WA	October 2016-January 2019
<b>Design Intern</b>	Color Graphics, Seattle, WA	Summer 2018
<b>Office Assistant</b>	Ethnic Student Center, WWU	Spring 2018
<b>President</b>	Chinese Student Association, WWU	Fall 2017-Spring 2018

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