



Steven H. Lee

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Skills

- Visionary strategic marketing and business communications planner.
- Proficient user of major computer office, database and design application suites.
- Ability to prioritize workloads and meet deadlines.

Personal Qualities

- Outgoing, enthusiastic, highly dependable and efficient.
- Team worker who is also capable of independent accomplishment.
- Empathetic and discrete with great respect for confidentiality.
- Work well in a high intensity environment.

Relevant Skills and Accomplishments

- Currently serving a third term as an elected student representative on the *Kwantlen University College Education Council*, as well as a second term on the *Kwantlen University College Board of Governors*. Holding these seats has allowed me to:
 - Provide a student's perspective on numerous issues facing the *Kwantlen University College* community.
 - Sit as a representative on the *Board's Community Contacts Committee*.
 - Sit as a representative on the *Education Council's Grants Application Panel*.
 - Create and foster contacts with many different people who are involved in the *Kwantlen University College Community* - from outside community members, to administrators, to faculty, staff and most importantly - students.
 - Sit as a representative on the *META-Evaluation Committee* which helped carve a set of recommendations in 2001 for regularly reviewing *Education Council's* goals and performance in achieving those goals.
 - As a volunteer in spring 2001, I organized an online information resource page and ad campaign for students affected by the Transit Strike.
 - As a volunteer in spring 2001, I worked with members of the *Student Association* in organizing the Richmond Campus's first ever *Career Showcase* and other events as a part of the *Student Events and Campus Affairs Committee*.
- Currently serves as the *Events & Programs Coordinator* for the *Kwantlen University College Student Association*, a position held since August, 2001. This position has allowed me to:
 - Work with members of the *Student Association* organizing regular events including *New-Student Orientations, Awareness Week, Welcome-to Kwantlen Weeks, Club Days, Diversity Month* and much more.
 - Work on drafting event and student life related regulations, policies and procedures for the *Student Association*.
 - Work as the *Chief Returning Officer* overseeing four *Student Association Elections*.
 - Oversee the management of the *Volunteer, Fundraising, Clubs and Program Based Support* procedures of the *Student Association*, acting as a liaison between students and their *Student Association*.
 - Assist in the marketing of the *Association* to the *Kwantlen University Community*, which included the overhaul of the website in late 2001, as well as the

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- development of a strategic communications plan in 2003.
 - Assist in the preparing of Council and Executive meeting minutes and agendas.
 - Developed strategic marketing plans for *The City of Richmond*, *Ekati Diamonds*, *Home Hardware*, *Vancouver Video*, and *White Spot*, as part of the marketing management program at *Kwantlen University College*.
 - As a volunteer for *The South Surrey District 5 RCMP Community Police Station* from the spring of 1993 until the fall of 1999, as well as with the *West-End Community Center Branch* of the *Vancouver Police Department* in the summer of 1999:
 - Worked front counter assisting the public with their inquiries, concerns and complaints.
 - Organized displays and events, including *South Surrey's* annual *Police Week Event* that educated the public about Community Policing programs and services.
 - Organized and taught computer training sessions for volunteers and officers in *South Surrey* on using Microsoft Windows, Corel WordPerfect and the Internet.
 - Received RCMP Level 5 Enhanced Security Clearance.
 - Nominated for Policing Volunteer of the Year in 1998 by fellow *South Surrey* volunteers.
 - In 1995, filmed and produced a video about high school students at a symposium on Saltspring Island.
 - From 1992 until 1996, worked at an independent art studio and gallery where I took drawing and oil painting classes, assisted the public, and kept the studio clean and organized.
 - Maintains three Internet sites - a personal site, a humor site and a crime prevention site.

Education

Associates of Arts Degree - English, (Pending - 2003), *Kwantlen University College*
 Fine Arts Foundation Certificate, (Pending - 2003), *Kwantlen University College*
 Marketing Management Diploma, 2001, *Kwantlen University College*
 High School Graduation Certificate, 1995, *Semiahmoo Secondary School*

Director's Guild of Canada, Orientation Course Certification, 2001, *Capilano College*
 Film Industry Orientation Course Certification, 2001, *Kwantlen University College*
 Film Production Assistant Workshop Certification, 2001, *Capilano College*

Foodsafe Level 1 Certified, 2001,
 Traffic Control Flagging Certified, 2001
 Workplace Hazardous Materials Information System (WHMIS) Certified, 2001

Currently, my personal educational plan sees me transferring to *Simon Fraser University* in 2004 to pursue a degree in either *English* or *Film Studies*.

References

✓ *References are not available online — but are available upon request.*