

Ying Chih Lee

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Portfolio: <https://www.yingchihlee.com/>

Education

MFA in Themed Entertainment Design, Savannah College of Art and Design September 2025 - Now

Master of Business Administration, Southern Utah University June 2023 - April 2025

Bachelor of Architecture, Tamkang University, Taiwan June 2017 - June 2022

- TKA Design Award - Honorable Mention

Tools

- Microsoft Word, Excel, Powerpoint / Adobe Photoshop / Adobe Illustrator / Adobe Premiere / AutoCAD / SketchUp / Rhino / Grasshopper / Revit / Twinmotion / Figma

Work Experience

Development Assistant, Formosan Arsenal, Taiwan June 2025 - August 2025

- Assisted development engineers with project scheduling and documentation, and attended meetings to track project progress
- Acted as a cross-department coordinator, prioritizing communications, coordinating conflicts, and facilitating workflow to ensure smooth project execution

Apprentice, UBHI Inspections, Utah January 2024 - May 2025

- Developed practical construction skills through hands-on apprenticeship in residential renovation, including flooring repair, greenhouse assembly, and drywall restoration.

Administrative Assistant, Southern Utah University, Utah June 2024 - September 2024

- Led international student groups (age 10-18) in summer programs
- Organizing activities / Assisting with students needs / Providing academic and daily life support
- Developed skills in cross-cultural communication and team leadership

Space Planner, Urban-Rural Planning Consultant Firm, Taiwan July 2022 - June 2023

- Led the conceptualization, proposal, and execution of spatial plans for 9 projects
- Devised venue layout plans for county government, securing spatial usage rights and privileges for an international forum with 8 speakers and over 150 attendees

- Proficient in on-site surveying, measurements, and possessing drafting skills, capable of autonomously conducting data collection and organization for new locations

Stage Assistant, C.F. Koo Foundation, Taipei City Government Parent-Child Theater

March 2021 - July 2021

- Learned the use and maintenance of stage, lighting, and sound equipment, managed control room power, and became familiar with storage items and their locations in various spaces
- Analyzed differences in preparing for diverse performances and maintained detailed records of the performance processes
- Adapted to a fast-paced, zero-error work environment, staying agile and attentive to sudden occurrences. Collaborated with the stage manager to ensure the smooth execution of every performance

Architecture Summer Internship, MIAO Architects, Taiwan

July 2019 - August 2019

- Developed architectural plans for 3 residential and industrial projects, integrating user habits, architectural circulation, climate considerations, and spatial arrangements into comprehensive floor plans
- Contributed to designing circulation patterns and usage plans for a tourist facility within the company. Individually crafted 3 architectural models to completion

Creative & Leadership Experience

IAAPA Booth Assistant, Savannah College of Art and Design

November 2025

- Supported booth presentation by greeting visitors, introducing SCAD's programs, and providing relevant information to industry professionals

Lead of Planning & Promotion Team, Tamkang University

July 2021 - June 2022

- Planned and organized the 5-day TKA 54th Graduation Exhibition "Among," leading a 12-member team responsible for public relations and fundraising, alumni outreach, online promotion, and event programming, guided team members to successfully deliver all assigned responsibilities
- Communicated with leaders from other divisions to align exhibition schedules and ensure smooth cross-team collaboration

Lead Actress, Rhino Theatre Company

February 2015 - July 2016

- High School Stage Production "About 17." Participated in a 2-hour stage play in collaboration with Rhino Theatre Company, portraying the main character's close friend
- Developed teamwork, public speaking, and stage discipline