

KELLY MATTHEW LEE

Vista, CA

925.324.8891

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RELIABLE INDIVIDUAL WITH AN INTEREST IN CHILD DEVELOPMENT AND CUSTOMER SUPPORT.

- A confident communicator with a gift for tact and diplomacy, a sense of humor, and a good memory
- Passionate about technology, optimistic to learn the different systems/processes/issues and solutions throughout different areas of businesses and through multiple industries
- Well-organized, highly reliable, and able to prioritize issues/problems in order to achieve optimal customer service satisfaction

AREAS OF EXPERTISE

- | | | |
|------------------------------|------------------------|------------------------|
| ✓ Strong Multitasking Skills | ✓ Verbal Communication | ✓ Adaptable |
| ✓ Supportive | ✓ Microsoft Office | ✓ Advanced Keyboarding |
| ✓ Extremely Reliable | ✓ Customer Service | ✓ Problem Solving |

PROFESSIONAL EXPERIENCE

Allegro Copy and Print (Lafayette, CA)

Jan 2023-Mar 2023

Prepared print orders for various clients specialized in realty.

Production Specialist/Driver

- ❖ Learned how to operate different printing machinery
- ❖ Built relationships with clients while delivering.
- ❖ Completed assignments with little oversight.

Behavior Nation (Danville, CA)

Sept 2022-Jan 2023

Provides ABA services to families that need assistance

Behavior Technician

- ❖ Worked with kids in a one on one setting
- ❖ Coordinated and implemented programs to the client
- ❖ Worked independently often times without supervision

Data Alchemy (Oakland, CA)

May 2018-Aug 2022

Online retailer with a large presence on Amazon

Inventory/Shipper/Purchaser:

- ❖ Organized and retrieved in a timely fashion inventory for purchases
- ❖ Apart of a team that packaged and shipped hundreds of packages a day.
- ❖ Responsibility of handling multiple vendors to purchase and complete orders
- ❖ Learning basics with coding and web development

ACADEMIC CREDENTIALS

Bachelor of Arts, Psychology

John F. Kennedy University