

LANCE LI

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EDUCATION

University of California, Irvine, The Paul Merage School of Business, Irvine, CA, Irvine, California June 2024
Bachelor of Arts in Business Administration and Management, Information Systems
GPA: 3.9

- Relevant Coursework: Management of IT, Negotiation, Foundation of Teams, Business Intelligence for Analytical Decisions, Management Science, Managing Organizational Behavior, Strategic Management.

University of California, Irvine | Donald Bren School of Information and Computer Sciences, Irvine June 2024
Bachelor of Science in Computer Science, Intelligence Systems

SKILLS & INTEREST

Office Software: Microsoft Office Suite (Excel, Word, PowerPoint), Google Workspace, Notion.

Tools & Platforms: Zoom, Slack, Trello, Airtable, Strapi CMS, AWS, GCP.

Soft Skills: Time Management, Professional Communication, Team Leadership, Cross-functional Team coordination.

Skills: C++/ C#, Python, Java, Javascript, HTML/CSS, Flutter, SQL, NoSQL, Git, Tomcat, Cloud Service, Ubuntu Linux.

WORK EXPERIENCE

NewU InscribeX Crypto, Irvine, CA March 2024 - July 2024
Team Lead / Administrative Coordinator

- Directed a **4-person cross-functional team** during an 8-week product development cycle, coordinating daily stand-ups, task assignments, and progress check-ins to upkeep timeline adherence and productivity.
- Created and oversaw weekly project schedules, meeting agendas, and milestone reports, leading to a **100% on-time** delivery of development goals and improved stakeholder satisfaction.
- Organized and presented weekly stakeholder briefings, ensuring transparent progress updates and prompt identification of blockers, resulting in a **15% reduction in project risks**.

Project Juice/Earth Bar, San Francisco, CA November 2019 - March 2020
Barista

- Welcomed customers and answered questions regarding menu items and preparation methods, achieving good customer satisfaction finding a **70% on returning customers**.
- Diagnosed and resolved equipment malfunctions during shifts, minimizing downtime and **achieved 97.5% uptime** of full beverage service across operational hours.
- Cooperated with only one other barista during high-traffic weekend shifts, ensuring store functionality and safety while **generating tip earnings equal to 50% of base wage**.
- Driven the launch of a new product line and equipment rollout by proposing improvements to user feedback collection process, focusing on expedited customer input. **Improving the SOP of future product launches**.

Donaldina Cameron House, San Francisco, CA June 2016 - August 2019
Volunteer / Intern

- Coordinated summer program logistics for 10-week sessions annually, developing detailed activity schedules and contingency plans, ensured **100% program continuity**.
- Trained and supervised 6 new volunteers each summer, delivering orientation sessions and hands-on guidance, resulting in all volunteers being operational by first week of programming.
- Fostered strong engagement with student participants aged 8–14, contributing to an **85% student return rate across three consecutive summers**.
- Acted as a liaison between staff, volunteers, and families, ensuring timely communication and resolving scheduling conflicts or participant concerns with professionalism.

PROJECTS & LEADERSHIP EXPERIENCES

Gap Year / Career Exploration, San Leandro, CA August 2024 - Present
Project Management

- Designed and developed a multifunctional AI-powered resume builder over **12-week cycles**, featuring job description parsing and fine-tuning of resumes to match job requirements.
- Architected and implemented a PostgreSQL database supervised with Strapi v5, designing schema to optimize for scalability and data integrity, hosted seamlessly on Render.com. **Stealth launch** at <https://frontend.ai-resume-by-job.io/>.
- Initiated an AI-powered virtual secretary to handle incoming calls, screen unwanted callers, schedule appointments, and sync with user's calendar. Currently **passing 80% of manual testing cases**.