

Do Won “Ben” Lee
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Education

September 2016 - June 2020

University of California, Davis - Diploma, 2020

Bachelors of Arts, History,

Education Minor

Work Experience

January 2021 - July 2021

Tesla, Fremont, CA - Production Associate + Workstation Trainer

- Partake in assembly of Tesla cars
- Ensure that workstations are clean and orderly
- Maintain necessary parts and supplies to sustain workflow
- Teach and train new hires proper techniques and safety measures

March 2018 - August 2020

University of California, Davis, Library Financial Services Department, Davis, CA - Student Financial Services Assistant.

- Transcribe invoices and input information onto web services
- Filing paperwork, both physically and digitally with Microsoft Office
- Account funds and payoff fees and dues as necessary for the Financial Services Dept.
- Communicating and relaying information to other employees in different departments
- Use various web services and applications to process invoices and payments

March 2020 - August 2020

Hawaiian Poke, Dublin, CA - Cashier and Server

- Managed the cash register and ensured proper amounts were transacted
- Served customers step-by-step in completing their food and requests
- Prepared fish and other ingredients
- Cleaned poke bar, dining area, and other sections as necessary
- Restocked ingredients and supplies for the front and back

Additional Experience

Spring 2019

Davis Joint Unified School District, Davis, CA - Teaching Assistant Intern

- Observed classroom settings, teachers, and students
- Assisted in tasks and teaching for the teacher
- Acted as an aid and assistant for students in lessons and schoolwork

Fall 2018 - Winter 2019

UC Davis Taekwondo Club, Davis, CA - Club Treasurer

- Managed all finances for the club
- Recorded all exchanges and processed all transactions
- Handled and recorded club dues and fees
- Collected and processed club member payments