

Bruce Lee

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SUMMARY

Enthusiastic, diligent, and responsible third-year college student with upward mobility. Possesses extensive experience and understanding in resolving business challenges and difficulties in work.

EDUCATION

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

San Luis Obispo, California

English Major

Expected Jun 2026

- GPA: 3.5
- Political Science (Global Politics) Minor [Completed]
- French Minor [Ongoing]
- Technical Writing Certificate Program [Ongoing]

ENCINAL HIGH SCHOOL

Alameda, California

Diploma

Oct 2021 - Jun 2022

- GPA: 4.38

EXPERIENCE

CAL POLY DISTRIBUTION SERVICE, SAN LUIS OBISPO, CA

Sep 2022 - Present

Student Employee

- Lead and train new employees, foster teamwork and ensure smooth onboarding processes.
- Provide package delivery service and assistance to on-campus students and staff.
- Resolve students' and parents' concerns on delivery issues.
- Ensure students' and staff's safety, security, and privacy concerning handling personal and business correspondence.
- Inventory management.

JACK LONDON MAIL, OAKLAND, CA

Jun 2022 - Sep 2024

Packaging Assistance, Clerk

- Prioritized customer satisfaction and business success.
- Utilized hands-on training and knowledge of postal services (including Amazon, DHL, FedEx, UPS, and USPS) to fulfill and resolve customers' needs and concerns on desired mailing, packaging, and shipping purposes.
- Transported and packed valuable antiques from auction houses, ensured proper handling and secure delivery.
- Physical and digital inventory management.
- Money management.

ENCINAL HIGH SCHOOL, ALAMEDA, CA

Oct 2021 - Jun 2022

Teacher Assistance

- Learned and conducted tutoring simultaneously in class.
- Reviewed and recommended supplements to the classroom syllabus.
- Actively drafted study guides to fulfill classmates' educational needs.
- Google Classroom and technology management.

SKILLS & ACTIVITIES

- Possess a customer-oriented and service attitude.
- Foster teamwork, thought leadership, and creative problem-solving with self-directed initiative.
- Proficient with developing and following office methods, procedures and practices.
- Excellent organizational, communication, writing, and listening skills.
- Multicultural and bilingual; native fluency in English and Mandarin Chinese
- Leadership position in TPC Club
- X
- X
- X
- X
- X

