

Burk Lee

(XXX) XXX-XXX | burk.lee@gmail.com |
City, State Zip Code

Education

University of California, Berkeley <i>Intended: Bachelor of Arts in Psychology</i>	May 2023 <i>GPA : 3.7</i>
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Balboa High School, San Francisco <i>High School Diploma</i>	June 2019
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Relevant Coursework: *data analysis, child development and adolescence, public services, administration, program development, research methods*

Leadership Experience

ASUC Student Union Event Services – Berkeley, CA <i>Event Planning Assistant</i>	August 2019-Present
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- Assist with the quality of services for students and staff at UC Berkeley campus.
- Organize and prepare the materials and equipment needed for events serving over 100+ guests.
- Maintain a positive guest experience by ensuring all event requests were met in a timely manner.

Barany Consulting- Berkeley, CA <i>Externship</i>	December 2019-January 2020
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- Explored work environments aligned to personal career and educational goals in social services by participating in training, presentations, and workshops to enhance communication skills.
- Assisted staff to complete administrative projects: emails, phone transfers, printing, scanning.
- Connected with alumni to explore opportunities for personal and professional growth within the consulting industry.

Professional Experience

Target- San Francisco, CA <i>Sales Associate</i>	May 2018- June 2019
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- Monitored inventory and restocked items as requested by store manager and team.
- Provided memorable customer service by assisting with merchandise to meet demands of company.
- Multitasked in a face pace environment to produce high volume of sales to meet weekly benchmarks.
- Operated computerized cash register and processed membership accounts.

Additional Projects

Child Development Research	June 2018
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- Collected data from online reports to analyze the findings to present a 15-page research paper.
- Interviewed with students on campus to record over 50 responses to gain insight of their perceptions on the developmental stages of children.
- Presented a 10-minute presentation while facilitating a Q&A panel regarding research results.

Skills & Interests

Technical: Proficient with Microsoft Suite, Adobe Photoshop and Illustrator, Google Platforms
Language: Basic Tagalog (written and verbal)
Interests: Community Service with over 100+ volunteer hours, traveler to over 5 countries in Asia.