

Jin Lee

Area Operations Manager @ Amazon

Background in managing and leading teams of up to 80 people. First-rate managerial, organizational, and communication skills.

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WORK EXPERIENCE

Area Operations Manager Amazon

05/2021 - Present Greater Vancouver Area, BC
Managed the operations department including over 80 associates and 3 process assistants. Collaborated with other managers to fulfill proper labor management duties.

Achievements/Tasks

- Managed the deployment of a new scanner technology for Amazon's Edmonton-based fulfillment center. Productivity was projected to increase by 10% - 12%. Ergonomic metrics were projected to improve by 11% - 18%. The yearly entitlement of the project was around \$2M. Oversaw the training of more than 100 associates. Created a scanner tracking macro via excel for loss prevention purposes.

Software Developer Intern Athabasca University

05/2020 - 08/2020 Edmonton, AB
Worked with an offshore team to create a video call and chat feature for the DoctorsOnHand medical teleconferencing mobile application. Technology stack: Java, Swift, PHP, MySQL, XML

Business Analyst Intern PCL Constructors Inc.

01/2020 - 05/2020 Edmonton, AB
Created business analytics dashboards using Microsoft Power BI. Helped coordinate the transition of adopting a new managed services provider to take care of ERP health status checks and back up submissions.

Information Technology Analyst University of Alberta

04/2019 - 12/2019 Edmonton, AB
Managed an IT support ticketing system and collaborated with the technical support team to ensure 100% problem resolution. Helped deploy windows 10 images to more than 120 workstations.

VOLUNTEER EXPERIENCE

Co-founder University of Alberta Dance Club

09/2017 - 04/2019 Edmonton, AB
Co-founded the University of Alberta Hip-hop Dance Club and performed as the VP Financial.

Lead Organizer Get School'd Youth Empowerment Event

09/2015 - 09/2018 Edmonton, AB
Founded and organized an annual hip-hop based charity event that raised over \$10,000 for youth based non-profit organizations in Edmonton.

SKILLS

Team Management

Strategic Decision Making

Planning

Communication

Software Development Life Cycle (SDLC)

Agile (Scrum) Methodologies

Data Analysis (Minitab)

Microsoft Word

Microsoft Excel

Git

Python

Java

LAMP Framework

Flutter

C

VBA

SQL

Problem solving

Pandas

Word Press

PROJECTS

Doctors on Hand Mobile Application

- Participated in the creation of an Edmonton-based medical teleconferencing application for a local hospital. The purpose of it was to streamline medical consultations and drug purchases.

Astrals Website

- Created the ASTRALS website using WordPress and fulfilled project management duties while working with a 4 man team.

EDUCATION

B.Sc Maj. Computer Science Min. Business University of Alberta

GPA: 3.7/4.0

Courses

- Machine Learning
- Software Engineering
- Project Management
- International Business
- Marketing Communications
- Reinforcement Learning
- Relational Databases
- Accounting
- Organizational Behavior
- Operational Management

ACHIEVEMENTS

Alberta Innovates Scholarship

Faculty of Science Academic Excellence Scholarship

Neil Simmons Scholarship

Dean's Honor Roll