

# Gloria Lee

📍 San Diego

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## Education

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**University of California San Diego**

*Sept 2022 – May 2026*

*Major: Mathematics-Computer Science B.S.*

- GPA: 3.494/4.0

## Personal Projects

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**FavorHive**

*Current*

- A web platform for UCSD students to request and offer favors—such as ride-sharing and borrowing items—promoting a culture of mutual support and resource sharing on campus.
- Tools used so far: CSS, HTML, JavaScript

## Work Experience

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**LEE KIM ALLIANCE**

*Singapore*

*Intern/Office Assistant*

*February 2021 - April 2021*

- Managed client documents and performed front desk duties, facilitating smooth operation and client interaction in a multicultural and multilingual environment.

**TheFaceShop**

*Santa Clara, CA*

*Sales associate*

*May 2019 – March 2020*

- Supervised staff scheduling, training, and sale goals to ensure smooth store operation and evolving customer service.
- Managed regular inventory audits and orders, ensuring enough inventory for seasonal sales.
- Mentored new sales associates to effectively communicate and tailor brand recommendations for diverse skin and ingredient concerns.

## Community Service

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**Heartland Hospice Santa Clara**

*Santa Clara, CA*

*Volunteer*

*June 2020 – August 2020*

- Reorganized and checked inventory, ensuring adequate stock of critical medical and office supplies.
- Coordinated the assembly and delivery of personalized letters from other volunteers and flower gifts for the clients.
- Scheduled and tracked volunteer hours for team efficiency and resource allocation.
- Answered incoming calls in English and Korean to effectively communicate with non-English speaking Korean clients, ensuring they received the proper support and referrals for the concern.

**YOUDESCRIBE**

*Online, CA*

*Volunteer*

*2020 - 2022*

- Created accessible content for the visually impaired, gaining insight into diverse educational needs and media accessibility.

## Skills

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**Programming language:** C++, C, Java, Python, HTML, CSS, JavaScript

**Languages:** Korean (Intermediate), Mandarin (Beginner)