

Jeffery Lee

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EDUCATION

C. T. Bauer College of Business, University of Houston, Houston, Texas

May 2018

Bachelor of Business Administration in Management Information Systems

Cumulative GPA: 3.32

AWARDS

Academic Excellence Scholarship

Fall 2014 – Fall 2018

Dean's List

Fall 2014, Fall 2015

WORK EXPERIENCE

University of Houston College of Technology

August 2015 – May 2016

Desk Assistant

- Maintained an orderly environment by monitoring the computer lab
- Assisted clients by addressing concerns and troubleshooting tasks for 80 computers
- Monitored inventory of supply to ensure appropriate amount of supplies were present

Shasta's Cones & More!

January 2015 – May 2015

Cashier

- Operated cash register and handled \$600 on a weekly basis
- Provided quality customer service to 70-80 clients per week

EXTRACURRICULAR ACTIVITIES

SGI Buddhist Foundation Kofu Daiko

Fall 2016 – Present

President

- Establish organization bylaws, mission statement, officer system, and mentorship system
- Restructure Taiko drum practice sessions by incorporating new routines to further engage members
- Communicate with district leaders of SGI to coordinate performances and events at schools and festivals

Rotaract at University of Houston

Fall 2016 – Present

Marketing Officer

- Create graphics, flyers, and advertising material that contributed to a 50% increase in membership
- Manage social media accounts to reach an audience of 47
- Communicate with Rotary members to organize bi-weekly social, professional, and charity events

Management Information Systems Student Organization (MISSO)

Fall 2016 – Present

Active Member

- Attend professional meetings to network with corporate professionals
- Attend coding workshops to polish programming skills and assist other students

Asian Business Student Association (ABSA)

Fall 2014 – Present

Active Member

- Assist with running and managing monthly bake sales to raise money for the organization
- Volunteer at various events such as Houston Food Bank and Mighty Mud Dash
- Attend professional events to enhance and develop interview, resume, and social skills

Kollaboration at University of Houston

Spring 2015

Creative Committee Director

- Mentored 3 members to help them develop Adobe Photoshop and Adobe Illustrator skills
- Generated flyers, ads, and digital media for 7 Kollaboration-related events
- Cooperated with 10 officers to coordinate logistics for bake sales, festival booths, and talent shows

SKILLS

Fluent in English and Conversational in Mandarin Chinese

Microsoft Office Suite, Adobe Photoshop, Adobe Illustrator

Knowledge of Java*