

# Sandra Hee Lee

---

8100 Cambridge St. Apt 136  
Houston, TX 77054

(281) 908-8145  
ejlee1993@gmail.com

---

## EDUCATION

*Bachelor of Science in Computer Information Systems*  
2018

May

University of Houston, Houston, TX

Organization: Korean American Science Association

## WORK EXPERIENCE

Circulation Desk Assist, O'Quinn Law Center, Houston, TX

January 2016-present

- Checkout, check in & renew library materials & take fine money; inform patrons about library collections and locations of library materials; assist patrons using reserve materials; answer library telephones, direct calls and answer questions; answer patron questions about their accounts; re-shelve books and other materials; open and/or close the library following a specific list of tasks; provide information about library and Law Center policy and procedure as related to Circulation and use of law library and law center facilities; maintain library lost and found; assist with disseminating and receiving take home exams by following an established list of procedures.

Student Brand Manager, ASUS, Houston, TX

October 2014-May 2015

- As an ASUS Student Brand Manager, I created and executed events throughout the year and help educate my classmates on the latest ASUS products such as tablets, notebooks, and computer hardware.

Sales Associate, World Duty Free, San Antonio, TX

June-August 2014

- Responsible for providing excellent service to all customers through direct salesmanship and prompt and courteous service; completing each transaction in a quick and efficient manner, minimizing delays to the customers, and developing thorough knowledge of all merchandise carried in the store.

Store Associate, Dick's Sporting Goods, Kansas City, MO

December 2012-February 2013

- Provided a world class customer experience by providing passionate customer service and selling through customer engagement as well upholding company standards for merchandise presentation of the best apparel and equipment brands in sporting goods.

## VOLUNTEER

Blue Bird Auxiliary, Baptist Hospital, San Antonio, TX

November 2011- January 2012

- As a volunteer at the Baptist Hospital assisted patients with their needs and support. Primarily worked at Emergency Room and front desk assisting patients and their family.

## Skills

- Microsoft Office
- POS System
- Java
- HTML
- Korean (Fluent)
- Window OS
- Mac OS
- Social Media (Twitter, Facebook, Instagram, Tumblr, Youtube, LinkedIn)

## REFERENCE

Available upon request