Allison Misato Lee

Education

HARVARD UNIVERSITY   Cambridge, MA
Anticipated concentration in Computer Science. GPA 3.96.   May 2020
Relevant coursework: Introduction to Computer Science I (CS50), Introduction to Computer Science II (CS51), Discrete Mathematics (CS20), Mathematical Methods in the Sciences (Multivariable Calculus) (APMTH 21a), Mathematical Methods in the Sciences (Linear Algebra) (APMTH 21b)

LEXINGTON HIGH SCHOOL   Lexington, MA
GPA: 4.04/4.00 (unweighted); Honor Roll; National Honor Society   June 2016
Peer Tutoring program, Lexington Public Schools Prevention Program, China Exchange Program, Japanese Language School of Greater Boston, Envirothon Science Team (Co-captain), Wind Ensemble (Section Leader), Pit Orchestra, Boston Youth Symphony

Work Experience

HARVARD UNIVERSITY INFORMATION TECHNOLOGY   Cambridge, MA
Front Desk Technician   September 2016 - Present
- Providing technical support to faculty, staff, and students within the Faculty of Arts and Sciences across a wide range of products and services (hardware, software, printing, account management, network registration, etc.)
- Handling general inquiries regarding Support Center services and equipment usage policy
- Keeping detailed records of clients' issues and their resolutions via ticketing system

INTERNET BUSINFESS JAPAN, CO., LTD.   Tokyo, Japan
Internet Academy Design and Development Summer Intern   May 2017 - August 2017
- Implemented UI/UX improvements to internal company website and corporate website (PHP, JavaScript, HTML5, CSS)
- Remodeled the company's Java curriculum
  - Introduced a hands-on system of supplementary programming problems with distribution code for students to fill in
  - Initiated a larger focus on coding design and data structures and wrote according additions to the textbook in Japanese
- Developed the front end for the company's new online programming evaluation platform

TRIPADVISOR, INC.   Needham, MA
Places Operations Summer Intern   June 2016 – August 2016
- Managed both incoming and existing content quality on the live site
- Processed over 13,000 user and business listings requests for various accommodations, attractions, and restaurants
- Researched locations to verify potential additions or updates to the live site based on company criteria
- Undertook specialized projects that required a proficiency in Japanese due to the content's origin

GLOBAL PARTNERS INSTITUTE   Boston, MA
Exchange Program Discussion/Harvard Tour and Fellowship Leader   July 2016 – Present
- Facilitate current issue discussions and presentation preparation for groups of 50 Japanese exchange students at a time
- Contribute to students' intercultural exchanges, knowledge of the Boston area and American collegiate life, and improvements in English proficiency

Leadership & Activities

WOMEN IN COMPUTER SCIENCE (WiCS)   Cambridge, MA
Freshman Representative, Communications Committee   September 2016 - May 2017
- Represented the freshman class and contributed suggestions at biweekly committee meetings
- Encouraged interest in computer science in the freshman class by publicizing various WiCS events

HARVARD FUSIAN (Acapella Group)   Cambridge, MA
Soprano   January 2017 - Present

Skills & Interests

Technical: C, C++, Java, Python, OCaml, JavaScript, PHP, HTML5, XHTML, JSF, CSS, Bootstrap, SQL, Microsoft Office (Word, Excel, PowerPoint), statistical data analysis, MATLAB
Foreign language: Japanese (minimum professional proficiency), Mandarin Chinese (limited working proficiency)
Interests: Running/jogging, learning languages, dance, oboe