Allison Misato Lee

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Education

Harvard University   *Cambridge, MA*

A.B. CANDIDATE IN COMPUTER SCIENCE. GPA 3.95.   *May 2020*

Relevant coursework: Introduction to Computer Science I and II, Discrete Mathematics for Computer Science, Introduction to Theoretical Computer Science, Applied Multivariable Calculus, Applied Linear Algebra, Introduction to Probability

Experience

Internet Business Japan, Co., Ltd.   *Tokyo, Japan*

DESIGN AND DEVELOPMENT SUMMER INTERN   *May 2017 - Aug. 2017*

- Implemented UI/UX improvements to internal company website and corporate website (PHP, JavaScript, HTML5, CSS)
- Remodeled company Java curriculum by initiating a larger focus on data structures and proper design and wrote corresponding additions to the textbook in Japanese
- Created company HTML5/CSS/JavaScript (Web Developer) exam, used for student placement in the company's tech school and recruitment program as well as assessing the employees' technical skills
- Developed front end for company's new online programming exam (XHTML, CSS, JavaScript, JSF)

Harvard University Information Technology   *Cambridge, MA*

INCOMING MANAGER, STUDENT TECHNICIANS; FRONT DESK TECHNICIAN   *Sep. 2016 - Present*

- Provide technical support for faculty, staff, and students within the Faculty of Arts and Sciences across a wide range of products and services, including hardware, software, printing, account management, network registration, etc.
- Handle general inquiries regarding Support Center services and equipment usage policy
- Keep detailed records of clients' issues and their resolutions via ticketing system

TripAdvisor, Inc.   *Needham, MA*

PLACES OPERATIONS SUMMER INTERN   *June 2016 – Aug. 2016*

- Managed both incoming and existing content quality on the live site
- Processed over 13,000 user and business listing requests for various accommodations, attractions, and restaurants
- Researched locations to verify potential additions or updates to listings based on company criteria
- Undertook specialized projects to ensure data integrity, including processing and handling Japanese content

Technical Skills

PROJECTS

- **MiniML Metacircular Interpreter (OCaml)** Implementation of a subset of an OCaml-esque language; Turing-complete.

- **Personal website (HTML, CSS, JavaScript)**

- **ThoughtWall (HTML5, CSS, JavaScript, SQLite, Python)** Social media web app designed for Harvard undergraduates. Used Flask microframework.

LANGUAGES: Python, Java, JavaScript, HTML5, CSS, XHTML, JavaServer Faces, Bootstrap, SQL, MATLAB, OCaml

Additional Experience

Harvard Women in Computer Science (WiCS)   *Cambridge, MA*
                                                                                                                                                          Sep. 2016- Present
WECODE CONFERENCE 2018 DIRECTOR OF COMMUNICATIONS (SEP 2017 - PRESENT)
- Build and maintain relations with sponsors, colleges, and other organizations
- Organize meetings and communication between board members and volunteers
- Manage the Communications Associate Team to expedite arrangement of partnerships, outreach events, and conference programming
FRESHMAN REPRESENTATIVE (SEP 2016 - MAY 2017)
- Represented the freshman class and contributed suggestions; assisted with publicity and outreach events

Global Partners Institute   *Boston, MA*
EXCHANGE PROGRAM DISCUSSION/HARVARD TOUR AND FELLOWSHIP LEADER   *July 2016 - Present*
- Facilitate discussions and presentation preparation for groups of 50 Japanese exchange students at a time
- Contribute to students' intercultural exchanges, knowledge of Boston and American collegiate life and English proficiency

OTHER: Developers for Development, Fusian (acapella group), oboe, Asian American Dance Troupe, Marathon Club
FOREIGN LANGUAGES: Japanese (full professional proficiency), Mandarin Chinese (limited working proficiency)