

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 - August 2017

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

Harvard University Information Technology

Cambridge, MA

INCOMING MANAGER, STUDENT TECHNICIANS; 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

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

Technical Skills

PROJECTS

- 2017 **MiniML Metacircular Interpreter (OCaml)** Implementation of a subset of an OCaml-esque language; Turing-complete.
- 2017 **Personal website (HTML, CSS, JavaScript)**
- 2016 **ThoughtWall (HTML5, CSS, JavaScript, SQLite, Python)** Social media web app designed for Harvard undergraduates. Used Flask microframework.

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

Additional Experience

Harvard Women in Computer Science (WiCS)

Cambridge, MA

WECode 2018 DIRECTOR OF COMMUNICATIONS (SEP 2017 - PRESENT); FRESHMAN REPRESENTATIVE (SEP

September 2016 - Present

2016 - MAY 2017)

- Building and maintaining relations with sponsors, colleges, and other organizations
- Organizing meetings and communication between board members and volunteers
- 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

- Facilitating current issue discussions and presentation preparation for groups of 50 Japanese exchange students at a time
- Contributing 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)