

# Ashley Hay Jin Lee

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## Summary

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Proficient data-driven employee offering commitment and grit. Will undertake challenges to uphold business models and demands while following strict deadlines. Proven to exceed expectations consistently. Applies strong organizational skills to maintain and regulate daily progress to stay on track for long term projects. Thrives in a fast paced setting.

## Education

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### Bachelor of Science, Applied Learning Development, Early Childhood-6<sup>th</sup> Grade

May 2020

The University of Texas at Austin

Overall GPA: 3.17 /4.00

### Certificate, Full Stack Development

December 2020- Present

The University of Texas at Austin

## Work Experience

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### Bilingual Kindergarten Teacher, Carroll Elementary School

June 2020 – Present

- Implemented daily instruction to 28 students with first exposure to the English language
- Collected data on student progress and monitored overall skills to differentiate instruction
- Collaboratively worked with team to design weekly lessons for virtual and face-to-face instruction
- Adapted English lessons to accommodate to students based on needs

### Office Manager, Berkeley2 Academy

August 2019 – October 2020

- Monitored ads and discussed with teams way to improve and grow the business following the business model
- Provided administrative services by organizing and collecting data and transferring to G-Suite
- Created Google Excel sheets to provide Director's with data on student SAT performance weekly
- Continuously maintained partnerships with clients by endorsing the business' guarantee on services
- Communicated with up to 200 clients per week on services and needs

### Student Teacher (3<sup>rd</sup> Grade), Elsa England Elementary School

January 2020 – May 2020

- Designed and implemented daily lesson plans for a classroom of 21 students
- Managed classroom independently for full school days
- Implemented both large and small group learning
- Collaborated with 3rd grade team to discuss classroom logistics
- Instructed students on project-based learning and research using technology through inquiry based learning

## Certificates/Skills

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Strong Leadership, Teamwork, and Communication Skills

Fluent in English and Korean

Proficient in G-Suite, Microsoft Office

Organized and Reliable

Proficient in HTML, CSS, Javascript, and Python

## Accomplishments and Extracurricular

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Austin Korean Presbyterian Church Youth Group Teacher

2016 - 2020

Austin Korean Presbyterian Church House Church Shepherd

2016 - 2019

San Francisco Mission Trip

2018