# Kelson Li

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## EDUCATION

**University of Texas, San Antonio**- Bachelor of Communication with Concentration in Public Relations Minor in Business Administration

## PROFESSIONAL EXPERIENCE

**Social Media Manager**-– Ohana Academy Northeast, San Antonio, Tx

July-December

* Posting in a timely manner to generate engagement
* Reaching over 23,000 Instagram over a span of three weeks
* Collaborating with team members to generate more memberships
* Editing video footage and photos to align with company vision

**Customer Service Associate/Educator, Receiving/Shipping Associate** -Pur IsoLabs LLC**,** Bergheim, TX

### February 2022 - July 2022

* Sold, guided, and educated clients about various CBD products
* Kept track of incoming and outgoing orders
* Gathered statistics for invoices
* Attended professional meetings

**Customer Service Associate** (Hardware and Tools)-Lowe’s Home Improvement, San Antonio Tx

### December 2021- February 2022

* Carried out tasks of ensuring correct inventory; Ensured safety checks before every shift.
* Complied with customers to fulfill needs and wants on products; helping search for items meeting customer
* Learned to operate and handle heavy machinery such as, level lifters, and forklifts

**Manager**-China Harbor Super Buffet**, S**an Antonio, Texas

### November 2019- August 2021

* Managed operations for a successful Chinese restaurant
* Provided translation services for owners in business affairs (e.g., establishing banking services, coordinating with contractors, and communicating with vendors)
* Reconciled daily deposits and ensured accuracy of daily revenues.
* Entrusted as a “key employee” to open and close the restaurant and run daily operations; maintained accuracy and quality of daily meat, produce, and alcohol deliveries.
* Curated and executed business operations, including payroll and scheduling based on business needs

## EXTRACURRICULAR ACTIVITIES

**Model United Nations,** University of Texas, 2022-2023

-On Crisis Staff for Model United Nations, attending training regarding world issues. Staffed and moderated at University of Texas at Austin hosting over 30 High Schools in the state of Texas.

**National Society of Leadership and Success,** UTSA, 2018-2019

-Active member and contributor, helped host events and webbed connections while at said events.

## PROFESSIONAL PROFILE

* Bilingual, fluent in Mandarin Chinese and English
* Expert in Windows Applications, Google Suite, Adobe Creative Studio