

CARLYN LEE

carlyn.lee@gmail.com ♦ 626-419-6597

EXPERIENCE

California Institute of Technology *Volunteer Swim Coach*

September 2021 - Present
Pasadena, CA

- Serve as a volunteer coach for the Caltech swim team during the 2021-22 and 2022-23 academic years, in accordance with NCAA Division III rules
- Coached one practice per week and attended swim meets during the swim season
- Assisted athletes with stroke technique
- Enabled goal setting and achievement
- Set up equipment for scheduled practices and meets
- Underwater filming
- Facilitated training plans, program evaluations
- Encouraged and guided students to reach full potential
- Completed Mandated Reporter training
- Concurrent collaboration between with team, supervisors, and the public.

Jet Propulsion Laboratory, California Institute of Technology *Applications Software Engineer*

August 2012 - Present
Pasadena, CA

- Software development for mission design applications:
 - Design and implementation of working ground support software systems
 - Verification and validation, Integration testing, test procedure development on system testbed
 - Mathematical and statistical modeling tools for deep space wireless communications link analysis
 - Write and co-author journal and conference papers
 - Organize conferences, workshops, and meetings
- Mars 2020 Operator for Deep Space Communications:
 - Assessment of health and status of telecom subsystems and relay links during scheduled shifts (Thursdays).
 - Weekly (remote) tag-up meetings
 - Report summaries and follow-up for scheduled shifts

EXTRACURRICULAR, VOLUNTEER & PROFESSIONAL AFFILIATIONS

2014 - present Interplanetary Small Satellite Conference Committee.

2018 - 2022 Caltech Alpine Club Website Administrator.

Nov 2019 - Feb 2020 Rosebowl Masters Swimming: As a Polar Bear Club Member, completed a minimum of 19 one-hour workouts of the 24 offered during the winter month 2020.

2019 Member of Duarte Ad Hoc Finance Advisory Committee, appointed by Duarte City Council.

2010 - 2012 Vice-President of Association for Computing Machinery, CSU Fullerton.

2000 - 2004 Walnut High School Swimming, four-year letterwinner & League Champion, All-American Academic Listing, CIF-SS title 100 fly.

1998 - 2004 Brea Aquatics, Senior Group Swimmer.

CERTIFICATIONS

Adult and Pediatric First Aid/CPR/AED, The American Red Cross (Certificate ID 00ISKSO).

Technician Class Amateur Radio Operator.

Private Pilot-ASEL +300hrs including instruction in PA28, C152, C172, CT210M.

EDUCATION

California State University, Fullerton

M.S. Computer Science

August 2012

B.S. Computer Science, Minor in Mathematics

July 2011