

BYUNGKWAN (BRIAN) LEE

415 South St, Waltham, MA 02453 • 617-435-6960 • bklee@brandeis.edu

EDUCATION

BRANDEIS UNIVERSITY

Bachelor of Arts

Degree: B.A. in International and Global Studies, Politics, East Asian Studies

GPA: 3.53 / 4.00, Dean's List

Relevant coursework: Contemporary Chinese Politics, Elections in America, Modern Political Thoughts, International Law and Organizations, The Global Economy, Language/Ethnicity/Nationalism

Waltham, MA

Expected 2014

BEIJING INFORMATION SCIENCE AND TECHNOLOGY UNIVERSITY

Study Abroad

Relevant coursework: Chinese Proficiency Test prep classes, Chinese History and MaoZhedong and the Cultural Revolution

Beijing, China

08/2012 – 07/2013

REPUBLIC OF KOREA NAVY

Second Class Petty Officer - Navy

Jinhae, Korea

07/2010 – 06/2012

ARC ACADEMY, IKEBUKURO

Study Abroad

Relevant Coursework: Japanese Language Proficiency Test prep classes, History of Japan

Tokyo, Japan

06/2008 – 12/2008

EXPERIENCE

REPUBLIC OF KOREA NATIONAL ASSEMBLY

Deputy Officer/Intern – Office of Congressman Kim Yong Tae

- Documented the Congressman's meetings with constituents to improve the district and Party's image
- Performed administrative tasks such as answering phones, prioritizing appointments to streamline office work

Seoul, Korea

06/2014 – 08/2014

SUNGAN ELECTRONICS

Secretary/Intern

- Planned weekly meetings to improve products and services and to expand the company
- Conducted weekly reports based on analysis and research to resolve problems with the technology

Changwon, Korea

07/2013 – 08/2013

INTERNATIONAL CHINESE EDUCATION

Teacher – Korean, English Language

- Instructed two semesters of TOEFL class, about 30 students per semester
- Coached approximately 20 Chinese students in conversational and beginning Korean for two semesters
- Counseled prospective students for the study abroad program that helped 15 students matriculate at American and Korean universities abroad such as Yonsei University, Ehwa Women's University, and University of Wisconsin-Madison

Beijing, China

08/2012 – 08/2013

THE BEST ACADEMY

Teacher – English Language

- Coached 10 middle school students to prepare for the National High School Entrance exam and interview that led to 2 students matriculating at the prestigious Seoul Science High School, where all classes are held in English
- Counseled students' parents and guided them through what paths children may take after studying in America

Seoul, Korea

08/2012 – 08/2013

REPUBLIC OF KOREA

Second Class Petty Officer – Navy

- Planned, supervised, and directed activities of the deck and navigated personnel in performance of operational and maintenance functions
- Taught English to about 15 commissioned officers to pass national exams such as TOEIC and TEPS
- Transcribed dictation from mechanical equipment, typed correspondence, and performed related secretarial and administrative duties

Jinhae, Korea

08/2010 – 08/2012

LEADERSHIP & ACTIVITIES

BRANDEIS KOREAN STUDENT ASSOCIATION (BKSA)

Executive Board Member/Band Leader

- Direct the K-Nite (Korean night) band and played first guitar
- Organize meetings and coordinate events that attract many non-Korean students from campus

Waltham, MA

01/2009 - Present

SKILLS

Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint, Adobe Photoshop, and Social Media Marketing

Languages: Native speaker of Korean; Fluency in Chinese (HSK Level 5 acquired); Fluency in Japanese (JLPT N2 acquired)