

Christopher Lee

CIL5345@gmail.com | 267.625.4402 | 1613 Clearbrook Rd. Lansdale, Pa 19446

EDUCATION

Pennsylvania State University, Class of 2016

*Bachelor of Science, Kinesiology
Minor in Business*

EXPERIENCE

Lime

*Operation Specialist Lead (part-time)
Los Angeles, CA*

May 2018- August 2019

- Relayed field information to upper management and created best strategies with managers and government regulations team for scooter compliance and placement
- Led a team of 8 operations specialist to create a streamline flow of scooter output and replacement
- Used Zendesk to give City of Los Angeles compliance tickets to operation specialist

Elevate Physical Therapy and Fitness

*Business Manager
Los Angeles, CA*

April 2017- August 2019

- Maintained payroll for all DPT, trainers, and instructors
- Screened for new employees to hire
- Conducted initial interviews for potential new employees, assessed for skills and culture fit
- Organized clients schedule for present and future appointments
- Upkeep clients needs through phone, email and in person interactions
- Managed inventory on a daily basis and ordered new equipment for the facility

MINDBODY Inc.

*San Luis Obispo, CA
Sales Specialist*

October 2016- April 2017

- Maintained client relationships through phone and email communication
- Scheduled multi-tasking priorities, organizing project management through Salesforce
- Lead presentations with prospective clients, assessing their needs and recommending solutions
- Contacted 100+ clients a day to discuss product options and address clients concerns

Row House

*New York, New York
Sales and Customer Service Associate*

May 2016- September 2016

- Generated revenue through actively engaging clients via email, cold calls, and face-to-face interaction
- Negotiated collaborations with local businesses to mutually promote each brand and expand target demographics
- Worked in team settings to personalize sales tactics by creating a needs assessment for each potential client
- Developed customer rapport through consistent engagement and assistance

EXTRACURRICULAR

Penn State Crew

*Aug 2014- May 2016
Varsity Athletics*

- Rowed on the varsity crew team for Penn State
- Fundraising Chair: Developed fundraising plans to raise money for supporting team growth

SKILLS

- Google AdWords Certified
- Proficient in Korean