

Clark S. Lee

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Education

- Babson College, School of Business**, Babson Park, MA May 2020
Bachelor of Science Candidate
Areas of interest: Entrepreneurship and Business Analytics
Cumulative GPA: 3.84; Dean's List (all semesters)
- La Cañada High School**, La Cañada Flintridge, CA May 2016
High School Diploma; Cumulative GPA: 3.85; National Honor Society
California Scholarship Federation, California Seal of Biliteracy, Varsity Golf Captain, Yearbook Editor

Experience

- Baguette Masters Inc.**, Los Angeles, CA May 2017 – Present
Project Management and Business Development Intern
- Identify target market and conduct interviews to collect data on service offerings in order to better determine the make-up of prospective warm customers.
 - Integrate the customer relationship management (CRM) software Pipedrive into the business and utilize it to successfully keep track of each customer's pipeline to maximize and streamline sales.
 - Craft a sales pitch for company CEO that not only includes company background and values, but also highlights service offerings that would enhance the profitability of each respective business.
- Babson College Student Mailroom**, Babson Park, MA August 2016 – Present
Student Employee – Work Study
- Perform the daily operation of receiving, organizing, and delivering all student mail that is sent to the college.
 - Assist students who needed help with any mail related services and issues.
 - Ensure exceptional customer service and the precise and timely delivery of mail to students.
- Rays Craze**, Babson Park, MA October 2016 – May 2017
Co-Chief Financial Officer
- Participated in a curriculum-based 15 member student-run business that sold two-in-one anti-glare and privacy laptop screen protectors with a mission to motivate students to work outdoors.
 - Oversaw the financial department while focusing on managing the effective use of funds, improving revenue streams, and accurately forecasting financial projections.
 - Created and presented weekly Entrepreneurial Thought and Action (ET&A) updates on the status of the business.
- Elite Educational Institute**, Los Angeles, CA Summer 2017 & Summer 2018
Administrative Assistant
- Assisted the Branch Director and Manager with phone and email inquiries about SAT and ACT preparation services.
 - Organized and scheduled diagnostic tests and conferences using Google Docs and Google Sheets.
 - Prepared, scored, and input student exam data into a Microsoft Access based program.
 - Facilitated student practice tests to foster an authentic testing environment so that results were accurate.
 - Coordinated 100+ students for the eight-week Summer Boot Camp program.
 - Assisted with other daily operations such as receiving payments, fulfilling instructor needs, and directing students.

Leadership & Activities

- Babson Office Of Undergraduate Admission**, Babson Park, MA September 2017 – Present
Admissions Assistant – Regional Representative
- Assist the Office of Admission in student-to-student and hometown recruitment.
- Babson College Advancement Division**, Babson Park, MA August 2017 – Present
Advancement Ambassador
- Collaborate with the Advancement Division to increase alumni engagement within the school.

Skills & Interests

Computer: Import.io, Intercom, Minitab, Mixmax, Pipedrive, Tableau, Yesware, Google - Docs, Sheets, Slides and Forms, Microsoft Office – Word, PowerPoint, Excel, Outlook, Palisade - @RISK, PrecisionTree, StatTools

Languages: Fluent in Korean

Interests: Coffee, Cars, Golf, Travel, Food, Outdoor Activities – Camping, Fishing, Sailing, Biking