

Gloria Lee

(818) 621-9031 | glee2@babson.edu | [linkedin.com/in/lee-gloria](https://www.linkedin.com/in/lee-gloria)

EDUCATION

Babson College, School of Business 3.31/4.00
Candidate for Bachelor of Science May 2021

- Dean's List recipient
- Concentration: Operations Management
- Relevant coursework: Foundations of Management and Entrepreneurship, Quantitative Methods for Business Analytics I and II, Introduction to Financial Accounting

La Cañada High School 3.63/4.00
High School Diploma June 2017

- California Scholarship Federation
- Awards: The President's Volunteer Service Award – Bronze, California State Senate President Award, Southwestern Youth Music Festival (2nd place), Satori Strings Contest (3rd place)

RELEVANT EXPERIENCES

Spacecase Wellesley Hills, MA
Chief Operating Officer (Academically sponsored) October 2017 - Present

- Contact suppliers for the best prices and ensure that all of the team's requirements are met
- Communicate with the rest of the team to effectively manage inventory

Andrea Bijoux Los Angeles, CA
Inventory Intern June 2017 – August 2017

- Consolidated and sorted inventory with average of 20 orders per day to ensure delivery to customers.
- Communicated inconsistencies within orders.

Love In Fashion Los Angeles, CA
E-commerce Intern June 2016 – July 2016

- Contacted and confirmed with approximately 25 customers per day on their inventory purchases.
- Ran the Instagram and Facebook pages for the company.

COMMUNITY ENGAGEMENT

Guatemala Library Project Los Angeles, CA
Founding Member November 2016

- Founded project with 4 other members to raise money for supplies to hand out to those in need.
- Organized trip to Guatemala to personally interact with and learn about their situation.

Hwarang Leo Business Club Los Angeles, CA
Founding Member September 2016

- Organized and executed plan for the game booth, which included identifying and purchasing all necessary materials, assigning people to their shifts, keeping track of the money, and advertising
- Raised \$1000 for the Guatemala Library Project, which was used to buy supplies for those in need

World OKTA LA Los Angeles, CA
Volunteer June 2016

- Organized digital files in the office and made sure there were no inconsistencies
- Rotated among 5 companies to translate for the company representatives and the consumers

School on Wheels Los Angeles, CA
Volunteer May 2016 – June 2017

- Tutored a first grader every week at her shelter, leading to her increased ability to read and write
- Communicated with the student's mother and the district coordinator regarding the student's progress

SKILLS AND ABILITIES

Technical Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Minitab

Languages: Korean and Spanish