

# EILEEN MINYOUNG LEE

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## EDUCATION

**Northeastern University**  
Bachelor of Science Computer Science

September 2020 – May 2024  
Boston, MA

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## WORK EXPERIENCE

**K-Pot Korean BBQ & Hot Pot**  
Hostess

March 2020 – August 2020  
East Brunswick, NJ

- Welcomed customers into the restaurant, led them to open tables, and answered customer questions
- Managed table organization, server duties, and wait list
- Kept the entrance of the restaurant orderly and sanitized all menus

**Express Trade Capital**  
Summer Intern

July 2018 – August 2019  
New York, NY

- Verified invoices from clients, contacted clients and involved companies through phone calls and emails, compiled data from the system and made it presentable through Excel spreadsheets
- Took calls, forwarded messages to other employees, offered aid during meetings, answered customer questions about the company

**French Honor Society**  
Vice President

September 2019 – June 2020  
East Brunswick, NJ

- Organized events with other members of the board, set up fundraisers to aid our community and those in need, led meetings, delegated roles to other members of the club
- Answered questions about the club, conducted interviews for incoming members, communicated frequently with the club advisor

Private Math Tutor

October 2018 – June 2019  
East Brunswick, NJ

- Tutored students grades 1-8 in their math courses

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## SKILLS

- Languages: English, French, Korean

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## AWARDS

**New Jersey Seal of Biliteracy: English and French**

Demonstrated high level of proficiency in speaking, reading, listening and writing in French.  
Department of Education

September 2019  
NJ State