

CHRISTINE K LEE

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EDUCATION

UNIVERSITY OF SAN FRANCISCO B.A. Dec 2012
Major Marketing Minor Legal Studies

EXPERIENCE

JAN 2012-
JUL 2013

PACT, INC. FEDERAL TRiO PROGRAM SAN FRANCISCO, CA

EDUCATIONAL ADVISOR: *Responsible for recruiting project participants, providing college admissions and financial aid counseling, while promoting a college culture amongst low-income, first-generation high school students. Richmond, CA.*

- Served as the primary liaison between PACT, Inc. and Richmond High School staff and students.
- Managed a caseload of approximately 300-350 at risk, low-income, potential first generation college students per year. Incorporated teacher and parents meetings throughout the school year.
- Provided comprehensive college advising for at risk students, while evaluating, facilitating and tracking students' progress and program strategies through quantitative and qualitative analysis.
- Designed and implemented classroom College Readiness workshops.
- Conducted Financial Aid workshops with an attendance of 45-60 students and/or parents.
- Cultivated partnerships with other CBOs and education-based nonprofits to foster collaboration.
- Assisted students in obtaining scholarships and internships through information group presentations and one-on-one appointments.
- Planned and taught Summer Academy Workshop Program. Assisted in developing the summer session's curriculum and executed workshops entitled: College Readiness, Application Process, Simplify the SAT, and Understanding Financial Aid.

SEPT 2009-
OCT 2012

JAMESTOWN COMMUNITY CENTER SAN FRANCISCO, CA

LEAD EDUCATION TUTOR COORDINATOR: *Coordinated an after school program for James Lick Middle School and Buena-Vista Horace Mann Middle School. Oversaw the pilot program at James Lick Middle School, which garnered and maintained 5 tutors and 45 students.*

- Served as a liaison between Jamestown Community Center and James Lick Middle School staff and students.
- Supervised tutors and students, while assisting tutors with their services and filing reports.
- Developed individualized lesson plans according to each grade level in order to target common struggles and foster a nurturing learning experience. Distributed sample lessons plans to tutors and other programs.
- Compiled data for company's staff and board meetings.

JAN 2013-
PRESENT

NIHON WHISKEY LOUNGE, SAN FRANCISCO, CA

BAR SERVER: *Contemporary Japanese restaurant & premium whiskey lounge; responsible for providing a fine dining experience for customers within a bustling environment.*

- Dedicated to ensuring customer satisfaction by remaining accessible and friendly.
- Exceptional interpersonal and team building skills with an aptitude for building quick rapport with a diverse range of customers.
- Skilled at anticipating, identifying, and fulfilling guest needs and clarifying special orders.
- Maintained thorough knowledge of menu offerings, including Japanese cuisine, wine, and spirits pairing.

LANGUAGES SKILLS

Spanish & Korean

Microsoft Office, Adobe, iMovie, Quick Books Pro, Blumen