JENNY WOORIM LEE

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Education

Bachelor of Science major in Mathematics, minor in Computer Information Science
University of Oregon, March 2019

Associate of Science majoring in Optometric Technology
Baekseok Culture University , February 2015

Experience

Apple   **Beaverton, OR**
Specialist   *Nov 2019 - May 2020*
* Representing Apple to deliver exceptional individual/business experience in demonstrating comprehensive knowledge of rapidly changing technology and applications correspondence to customers' needs.
* Advising enlightened solution on new/old IOS and Mac devices by selling, troubleshooting and setting up products by maintaining a high degree of professionalism.

EdgeTrading LLC   **Portland, OR**
Business analyst   *June 2019 - October 2019*
* Effectively examining varied trending market data to meet consumers' demands bridging merchandise supplies, and to report stakeholders to assure/conciliate insights across the business.
* Optimizing systems and performances with colleagues, determining the significance and the magnitude of proportions to alternate item setup and configuration to maximize productivity in fast changing trends, which necessitates flexible mindset and constant trials.

University of Oregon, College of Education   **Eugene, OR**
IT Technician   *June 2017 - March 2019*
* Responsible for facilitating the technical support process at the University of Oregon including HEDCO Clinic for all requesting professors, staffs, and administrators by using software and hardware knowledge to help fulfill various technical support requests.
* Managed troubleshooting efforts by leading brainstorming sessions with fellow staff members and managers, working one-on-one with clients to resolve issues, and coordinated follow-up of potential solutions, which led to achieve efficient customer and educational services accommodating university facilities.
* Expedited ticket system to work with clients on solution and assessment and visualized step-by-step documentation of how to resolve issues.
* Provided Technical Services including: audio-visual system set-up, malware removal, software installation, printer set-up, hardware/RAM installment, Windows/Mac imaging from AD, building scripts, user profiles migration, and inventory records organization adhering business requirements.

Associated Students of the University of Oregon (ASUO)   **Eugene, OR**
Student Planning Construction Committee(SPCC at Large)   *Sep 2016 - June 2017*
* Established line-item spending of campus construction processing projects proposed to be funded, in whole or in part, from budget from the students building fee as a representative of UO students.
* Administered positive changes by working with professional staff to cut inefficient subprocesses which simplified the budget process.
* Assembled detailed plans for individual project to ensure all necessities were completed on time in accordance with ASUO and university policies.

University of Oregon International Student Association   **Eugene, OR**
Secretary(Marketing Executive)   *Aug 2016 - June 2018*
* Directed the committee with 40+ interns by leading executives/interns meetings, delegating administrative work, and reporting programs and budget processes to ASUO, ensuring that the procedure followed all standards.
* Devised strategies to advertise ISA, produced media for audience by photographing, managed homepage/social network to publicize events, and maintained relationship with other student organizations and local business in Eugene, OR.

Skills

Programming Language: Python, Java, C, C++, JavaScript, HTML, CSS, Android
Platform/Operating System: Windows, MAC OS, Linux
Database: SQL, Pandas, Tableau, MS-Access, Excel
Framework & Applications: Jupyter Notebook, Mathematica, MS-Office Suites, Adobe Photoshop/Illustrator/InDesign, Final Cut Pro