

JENNY LEE

979 Patterson Street #206 Eugene, OR
541.954.9706 | jenny00907@gmail.com
<https://pages.uoregon.edu/wooriml/>

Education

Bachelor of Science majoring in Mathematics, minoring in Computer Information Science

University of Oregon

March 2019

Associates in Optometry

Baekseok Culture University

February 2015

Work Experience

University of Oregon, College of Education

Information Technology Assistant

June 2017 - March 2019

- * Managed effective troubleshooting efforts related to technical issues by leading brainstorming sessions with fellow staff members and managers, working one-on-one with clients, and coordinating follow-up of any potential solutions, which led to achieve efficient customer and educational services accommodating university facilities.
- * Facilitated the technological support process at the University of Oregon for all requesting professors, students, and administrators by using software and hardware knowledge to help fulfill all technological needs. These needs include the following: audio-visual system set-up, virus/malware removal, software installation, and printer set-up.
- * Coordinated university computers by installing hardware/RAM, imaging Windows/Mac OS X from AD, building scripts, migrating user profiles, and organizing inventory records.

University of Oregon International Student Association

Photography, IT Intern

Sep 2016 - June 2017

Marketing Executive

Aug 2017 - March 2018

- * Directed the committee by leading organization executives/interns meetings, delegating administrative work, which ensured that the committee 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 organizations.
- See also: <https://facebook.com/InternationalDuck/>, <https://pages.uoregon.edu/wooriml/index>

Associated Students of the University of Oregon (ASUO)

Student Planning Construction Committee(SPCC at Large)

Sep 2016 - June 2017

- * Established campus planning processing projects proposed to be funded, in whole or in part, from income from the student building fee.
- * 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.

Skills

Programming Language: Python, Java, C, C++, Assembly Language, JavaScript, HTML, CSS, Android

Platform/Operating System: Windows, MAC OSX, Linux

Database: SQL, Pandas

Revision Control: Github, Bitbucket

Framework & Applications: Jupyter Notebook, Mathematica, Google map API, Flask

Softwares: Photoshop, Illustrator, InDesign, Final Cut Pro, GarageBand, Microsoft Office, Excel, Powerpoint