

Kaitlyn Lee

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Professional Summary

Motivated high school senior with strong interests in STEM, leadership, and public service. Experienced in research, teaching, clinical volunteering, and community engagement. Passionate about exploring the medical field through hands-on learning, mentorship, and service-driven initiatives.

Education

Townsend Harris High School — Kew Gardens Hills, NY Expected Graduation: June 2026

Experience

Intern — Office of Congresswoman Grace Meng, Flushing, NY (July 2023 – August 2023)

- Assisted constituents with inquiries and resolved complaints via phone and in person.
- Created and organized spreadsheets for non-profit organizations and local businesses.
- Managed administrative tasks, ensuring efficiency in application assistance and document preparation.

Volunteer — Elmhurst Hospital, Elmhurst, NY (July 2024 – August 2024)

- Streamlined administrative processes by organizing and managing patient records.
- Entered and maintained resident information in the psychiatry department database.
- Scanned, printed, and filed sensitive documents efficiently.

Tutor & Teacher — Church, Woodside, NY (June 2022 – April 2025)

- Conducted one-on-one and group tutoring sessions, improving students' academic performance.
- Developed lesson plans tailored to students' learning needs.
- Met with teachers and supervisors weekly to align curriculum and strategies.
- Strengthened students' confidence and mastery of core subjects.

Instructor — Paideau-Edu (2024 – Present)

- Designed and taught engaging lessons for elementary students, focusing on STEM fundamentals and literacy.
- Applied interactive teaching methods to strengthen critical thinking and problem-solving.

Emergency Medical Technician Trainee — LNDAC Ambulance Corps (2024 – Present)

- Assisted EMT staff with patient transport and basic first aid.
- Gained exposure to real-world emergency response and patient care.

Summer Journalism Leadership Intern — The Classic (Summer 2024)

- Promoted awareness of student journalism through outreach and leadership training.
- Applied editorial skills to guide younger writers in sports coverage.

Teaching Assistant — AP Physics, Townsend Harris HS (2024 – 2025)

- Supported teacher in managing labs and tutoring students in physics concepts.
- Led review sessions and provided peer support for underclassmen.

Internship — Engineering Office (Shadow, 2024)

- Observed engineering professionals and shadowed ongoing technical projects.
- Learned how design and planning are applied in real-world engineering settings.

Leadership & Extracurricular Activities

- Executive Sports Editor, The Classic (School Newspaper, 4 yrs)
- Head of Events Planning Committee, Key Club — Coordinated schoolwide service projects (3 yrs)
- Junior Grade Leader — Organized peer mentorship sessions and assisted faculty in student-led initiatives
- Varsity Athlete: Basketball (4 yrs), Volleyball (1 yr), Flag Football (2 yrs)
- Club Member: Neuroscience Club, Health Professional Society
- Performer: Korean Festival of Nations (Cultural Dance, 3 yrs)
- Peer Tutor — Provided academic support to underclassmen in math and science (4 yrs)
- Volunteer: Luv Michael — Advocated for autism acceptance and awareness
- Piano Performer & Praise Team Leader — Church (since 8th grade)
- Native American Mission Trip Volunteer — Service and cultural outreach experience

Skills

- Strategic planning and research
- Strong written communication and editorial leadership
- Proficient in Google Workspace (Docs, Sheets, Slides)
- Public speaking and event coordination
- Data entry, organizational, and time-management skills
- Analytical problem-solving abilities

Certifications

- CPR Certification
- Peer Teen Health Leadership Symposium — HIV/AIDS Education Certificate
- Korean Community Services (YASP) Certificate
- Certificate of Honorable Merit Gold, National Latin Exam (2023)
- Taekwondo Poom Black Belt 1

Awards & Recognition

- ARISTA National Honor Society (2 years)
- ARCHON Honor Society (3 years)
- Mu Theta Alpha Math Honor Society (2 years)
- QuestBridge National Scholar
- Gold President's Volunteer Service Award (2023)
- USA Taekwondo State Championships — Bronze Medal (2023, 14–16 Division)
- New York International Music Competition — 3rd Prize
- NYTimes Finalist — Opinion Letter Writing Contest
- The Classic — CSPA Crown Award (2025)
- AP Scholar with Distinction
- College Board National Recognition Program for Outstanding Achievement