Sarah Hyun Lee

leesarahhyun.github.io

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(213)-222-3199

Education

University of California, San Diego
B.S. in Cognitive Science | Specializing in Design and Interaction
2016-2020

Experience

Freelance Translator
Tapas Media
Jan 2021 - Present

- Localize Korean webcomics to English for an American audience of more than a million viewers.
- Maintain quality of original comic during translation and adhere to a published schedule.

eCommerce/Admin Assistant
FashionHouseUSA
Mar 2021 - Jul 2021

- Maintained invoices and data input for all incoming merchandise.
- Used social media platforms to create brand awareness and assisted with influencer outreach for partnerships with the Fashion House brand.
- Utilized email marketing to increase sales, impacting the bottom line of an e-commerce business.
- Managed the wholesale website, controlling product listings, inventory, and revisualizing the entire website for better product placement.

Circulations Assistant
UCSD Geisel Library
Nov 2018 - Sep 2020

- Provided assistance for students, faculty, and staff via the phone and front desk.
- Maintained circulation within the library by organizing, shelving, and retrieving assets. Assisted with preparation of outgoing shipments.
- Transcribed microfilm collection for digitization.

Digital Marketing Intern
Ticktbox Enterprises, LLC
Jun 2019 - Sep 2019

- Planned and executed monthly social media calendars across Instagram, Facebook, and Twitter, increasing total followers by about 500 users.
- Drafted monthly newsletters and marketing emails that were sent out to existing subscribers.
- Managed "Verified Movie Ratings" page, filtering through 200+ reviews and pushing reviews online according to movie's release.
- Researched and identified social media trends as well as best practices amongst competitors for adoption where appropriate.

Tools

Adobe Creative Suite (Photoshop, Illustrator, InDesign, After Effects, Premiere Pro), Figma, HTML/CSS, Shopify, Wordpress, Hootsuite, Mailchimp, Microsoft Office, Zoom, Slack

Skills

Graphic Design, Illustration, Motion Graphics, Prototyping, UI/UX Design, Email Marketing, Newsletters, Social Media, Customer Service