

Sarah Hyun Lee

leesarahhyun.github.io

LeeSarahHyun@gmail.com

(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 the American audience, reaching roughly 1 million viewers.
- » Maintain quality of original comic during translation and adhere to a published schedule to release comics in a timely manner.

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 wholesale sales, impacting the bottom line of an e-commerce business.
- » Managed the wholesale Shopify website, controlling product listings, managing inventory, and revisualizing the entire website for better product placement and visual appeal.

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 organizing shipments for outgoing books.
- » 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, reaching roughly 2 million subscribers.
- » Managed "Verified Movie Ratings" page, filtering out 100+ reviews and pushing live new releases in a timely manner.
- » 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

Skills

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