Sarah Hyun Lee

INFO TAGS:

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213-222-3199

EDUCATION TAGS:

university of california

san diego

B.S. in Cognitive Science,
Design and Interaction
2016 - 2020

SKILL TAGS:

design

Prototyping
Wireframing
User Research
Ideation
Storyboarding
Visual Design
Graphic Design
UI/UX Design
Persona

marketing

Email Marketing
Newsletters
Social Media
Customer Service

tools

Photoshop
Illustrator
Figma
Webflow
HTML/CSS
Hootsuite
Mailchimp
Microsoft Office

EXPERIENCE TAGS:

freelance translator @ tapas media   *jan '21 ~ present*

A webcomic provider, providing thousands of original and translated content for the American audience.

- Localize Korean webcomics to English for the American audience.
- Work with team members to 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 '21 ~ present*

Ecommerce fashion retailer and wholesaler.

- Communicate with vendors, maintain invoices, input data, and create labels.
- Update items to be sold on Fashion House's Wholesale website through Wordpress.
- Assist with uploading of product items via FashionGo and LA Showroom.

circulations assistant @ geisel library   *nov '18 - sep '20*

UCSD's central Library providing daily academic and research support to thousands of patrons in the San Diego County.

- Provide assistance throughout library for students, faculty, and staff.
- Maintain circulation by organizing, shelving, and retrieving books and digital collections. Assist with organizing shipments for outgoing books.
- Transcribe microfilm collection for digitization.

digital marketing intern @ ticktbox   *jun '19 - sep '19*

A software company providing digital marketing/ticketing services to entertainment leaders like Sony, Fox, Netflix, etc.

- Plan and execute monthly social media calendars across Instagram, Facebook, and Twitter. Increased total followers by about 500 users.
- Draft monthly newsletters and marketing emails reaching roughly 2 million people.
- Manage "Verified Movie Ratings" page, filtering out 100+ reviews and pushing out reviews for new releases in timely manner.
- Research and identify social media trends as well as best practices amongst competitors for adoption where appropriate.