

# Vanessa Lee

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## Education

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California State University, Sacramento

Bachelor of Science in Computer Science | Minor in Mathematics

Sacramento, CA

Expected Graduation Date: May 2022

## Work Experience

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Follett Corporation

*Associate Team Leader*

Sacramento, CA

Jan 2019 - Jul 2020

- Coordinated the efficient flow of customers, especially during peak sales times
- Trained in a multitude of different departments to ensure the store is properly covered
- Assisted in training new team members on the values of the company

Cesar Chavez High School

*Teacher Assistant*

Stockton, CA

Jan 2014 - May 2018

- Provided weekly tutoring services to students on the material covered during lectures
- Created presentable study guides for the teacher in Algebra II, Pre-Calculus, and AP Calculus
- Overall students improved class grade by 25% and attendance increased by 35%

Sherman's 2 Chinese Buffet

*Cashier/Server*

Stockton, CA

Aug 2014 - Jan 2017

- Performed food preparation duties, such as portioning appetizers & refilling stations frequently
- Open and close registers, monitor cash limits, & ensure quality customer service at all times
- Maintained thorough knowledge of restaurant's menu and pricing to aid with customer inquiries

Margaret K. Troke Library

*Library Assistant / Shelver*

Stockton, CA

June 2014 - August 2016

- Assisted guests in IT services when computers needed troubleshooting
- Oversaw the teen, mystery, and classics sections by enforcing operational activities
- Performed regular cataloging of new acquisitions & built a strong knowledge of library materials

## Leadership Experience

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Circle K International (CKI)

*Club Secretary*

Sacramento, CA

April 2020 - Present

- Improved on past data collection resources by implementing a more friendly user-experience for club officers
- Piloted a calendar management sheet to increase team efficiency and club outreach

*Kiwanis Family Relations Chair*

April 2019 - Mar 2020

- Spearheaded a small committee that planned an event with over 300 attendees for a full day of service and all the proceeds and materials were donated to local nonprofits
- Maintained communication with upper branch of Kiwanis by personal outreach and frequent communication

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## Skills

**Languages:** English, Cantonese Chinese

**Technical Skills:** Java, Python, C++, HTML & CSS, Microsoft Office, WPM 110