

# Seung Joo (Sarah) Lee

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## EDUCATION

<b>University of Southern California, Marshall School of Business</b>	Los Angeles, CA
Bachelor of Science, Business Administration – STEM Designated, Emphases in Marketing	Dec 2027
Honors: Dean's List	GPA: 3.78

## PROFESSIONAL EXPERIENCE

<b>Compose Coffee</b>	Seoul, South Korea
<i>Manager (Part-Time)</i>	Aug 2025 – Dec 2025
• Managed daily store operation and staffing decisions, improving shift coverage and inventory flow during peak hours.	
• Led end-to-end recruitment process by interviewing and selecting part-time employees.	
<b>Airbnb</b>	Seoul, South Korea
<i>Co-Host</i>	Aug 2025 – Dec 2025
• Managed full booking cycle, including listing creation, pricing, and guest communication.	
• Coordinated and hired cleaning and maintenance vendors to uphold 5-Star guest standards.	
<b>&amp;TV Communications Inc.</b>	Los Angeles, CA
<i>Account Receivable Assistant</i>	Aug 2020 – May 2024
• Issued 1,000+ invoices monthly to clients and partners, ensuring timely payments and accurate record-keeping.	
• Communicated with the Head of Accounting regarding completed transaction payments and accounts receivable.	
<b>Bondit Community Inc.</b>	Seoul, South Korea
<i>UI/UX Design Intern</i>	June 2023 – July 2023
• Conducted user research to generate insights for increasing Daily Active Users (DAUs) and Monthly Active Users (MAUs) for social media applications.	
• Translated user research into high-fidelity prototypes, proposing product flow improvements to address engagement drop-off.	

## LEADERSHIP EXPERIENCE

<b>USC Marshall Learning about International Commerce (LInC) Program</b>	Dubai, UAE
<i>Student Participant</i>	January 2025 – May 2025
• Selected for a competitive semester-long academic program focused on global business practices and economic systems.	
• Travelled with the USC delegation on a ten-day business immersion trip to Dubai, visiting multinational firms and engaging with industry executives across diverse sectors.	
<b>Korea Youth Press Corps</b>	Seoul, South Korea
<i>Student Reporter</i>	February 2023 – February 2024
• Researched and authored articles on social and cultural issues to raise awareness and engage youth audiences.	
• Contributed editorial ideas during planning meetings, shaping content strategy, and promoting innovation in youth journalism.	

## SKILLS

**Languages:** English (Fluent), Korean (Native)

**Technical Skills:** Microsoft Word, Excel, PowerPoint, Figma (UI/UX Prototyping)