

# Seung Joo (Sarah) Lee

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## EDUCATION

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

## PROFESSIONAL EXPERIENCE

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**Compose Coffee** Seoul, South Korea  
*Manager (Part-Time)* 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.

**Airbnb** Seoul, South Korea  
*Co-Host* 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.

**&TV Communications Inc.** Los Angeles, CA  
*Account Receivable Assistant* 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.

**Bondit Community Inc.** Seoul, South Korea  
*UI/UX Design Intern* 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

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**USC Marshall Learning about International Commerce (LInC) Program** Dubai, UAE  
*Student Participant* 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.

**Korea Youth Press Corps** Seoul, South Korea  
*Student Reporter* 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

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

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