

# SO HYE LEE

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## TECHNICAL EXPERTISE/CERTIFICATIONS/LANGUAGES

<b>Programming Languages</b>	<b>Python, R, MySQL, PostgreSQL, C/C++, JavaScript &amp; Node.js, HTML/CSS</b>
<b>Certificates/Completions</b>	<u>Web Developer Bootcamps</u> , Udemy <u>Professional Certificate : Introduction to Python Programming</u> , Georgia Tech (Edx) <u>Introduction to R for Data Science : DAT204x</u> , Microsoft @ EDX <u>Enrolled Agent</u> , IRS (11/2020-)
<b>Languages</b>	<b>English</b> (Proficient), <b>Korean</b> (Native), <b>French</b> (Proficient), <b>Chinese</b> (Basic)

## EDUCATION

<b>Bachelor, Computer Science</b> (Online)	<b>Korean National Accredited e-Green Cyber Education Center</b>	<b>Jan 2020 – Dec 2020</b>
<b>Masters, Museum Studies</b> <u>*Honors/Awards: Best 'Mention' for thesis</u>	<b>Ecole Du Louvre (School of Louvre), Paris, France</b>	<b>Sep 2006 – Jun 2008</b>
<b>Bachelor in Museum Studies (Art History)</b>	<b>Ecole Du Louvre (School of Louvre), Paris, France</b>	<b>Sep 2003 – Jun 2006</b>
<b>Bachelor of Fine Arts, Painting</b>	<b>Seoul National University, Seoul, S. Korea</b>	<b>Mar 1996 – Aug 2001</b>

## RELEVANT EXPERIENCE

<b>Administrative Assistant</b>	<b>MassMutual, Fairfax, Virginia</b>	<b>Mar 2020 – June 2020</b> (Covid-19)
<ul style="list-style-type: none"><li>Maintained and updated internal databases, completely overhauling filing system, thus improving overall efficiency.</li><li>Reviewed, evaluated, and categorized incoming documents to ensure accuracy and appropriateness of data.</li></ul>		
<b>Art Collection Data Developer</b>	<b>E-Land World Limited, Seoul, S. Korea</b>	<b>May 2013 - Aug 2016</b>
<ul style="list-style-type: none"><li>Updated company's collection database, developing and improving data structure, as well as enriched data with deep-research and writing.</li><li>Contributed to research for their new branches' or collections' names and advertising slogans.</li></ul>		
<b>Registrar &amp; Museum Collection Manager</b>	<b>Seoul Museum Of Art, Seoul, S. Korea</b>	<b>Mar 2011 - May 2013</b>
<ul style="list-style-type: none"><li>Managed daily entries and lending of collections in a very meticulous and strict manner.</li><li>Conducted research on collections and updated them in the system.</li><li>Organized and managed museum yearly committees for new collection acquisition.</li><li>Published catalogs of museum collections, new acquisitions and collection exhibitions.</li></ul>		
<b>Curator &amp; Public Relations</b>	<b>Nam June Paik Art Center, Yongin, S. Korea</b>	<b>Aug 2008 - Jan 2011</b>
<ul style="list-style-type: none"><li>Developed the museum's docent program from the ground up, building curriculums, running education programs for +20 docents twice a year, and managing daily docent program routines</li><li>Facilitated educational programs and exhibitions for children and teenagers</li><li>Supported digital database set up by entry of collection data</li><li>Managed public relation team budget (200,000-300,000\$/year), charged with monthly and yearly budgetary report.</li></ul>		
<b>Intern</b>	<b>Centre Pompidou, Paris, France</b>	<b>Oct 2007 - Jan 2008</b>
<ul style="list-style-type: none"><li>Renewed collection contracts on the Experimental Film Department of the Centre Pompidou, as part of their new project of their film collection's digitalization.</li><li>Researched and provided updates on each film's contents and each artist on database.</li></ul>		