

# Stephen Lee

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## EXPERIENCE

### **SSF Imported Auto Parts, South San Francisco — Administrative Intern**

February 2020 - April 2020

- Pursue potential customers from a list of given leads and determine if they match company qualifications
- Edit customer data on the company database IBM AS/400
- Use company database to input and maintain customer data, order products from the warehouse, and search customer information
- Create welcome and promotional kits on new products for new and existing customers

### **State Compensation Insurance Fund, Pleasanton — Assurance Intern**

June 2019 - August 2019

- Test automation of company website on various devices and browsers available and application used to process workers' compensation applications on various devices and browsers available
- Create, maintain, and execute test scripts and cases for functional and other testing, which reduced the number of bugs on the application
- Evaluate, document, and relay test results and findings over to project developers and managers to make necessary modifications and changes to the application according to the device and browser
- Develop, document, and make recommendations for standards, guidelines, and process improvement
- Participate in training to learn about new technology and processes replacing the old and maintain knowledge of business procedures to stay informed on all individuals' and teams' progress

## EDUCATION

### **San Francisco State University —**

August 2016 - Present

Business Administration-  
Information Systems;  
Expected Graduation: July 2020

### **Westmoor High School — Diploma**

August 2012 - May 2016

## SKILLS

Test Automation, Research,  
Customer Service, HTML, CSS,  
JavaScript, SQL, MongoDB, SAP  
ERP Sim, IBM AS/400, Microsoft  
Access and Project