

# STEPHEN LEE

19 Pacifico Ave, Daly City, CA, 94015 · (650)515-9382  
[slee26@mail.sfsu.edu](mailto:slee26@mail.sfsu.edu) · <https://www.linkedin.com/in/stephen-lee-822178174/>

## EDUCATION

AUGUST 2016 - JULY 2020

**B.S. BUSINESS ADMINISTRATION – INFORMATION SYSTEMS**, SAN FRANCISCO STATE UNIVERSITY

- Overall GPA: 3.46
- Coursework: Building Business Applications, Information Systems Analysis and Design, Managing Enterprise Data and Networks, IT Project Management, Multimedia Business Application Development, Building Web Applications with Open Source Software

## EXPERIENCE

FEBRUARY 2020 – APRIL 2020

**SALES ADMINISTRATIVE INTERN**, SSF IMPORTED AUTO PARTS

- Generated 200 leads weekly and presented findings to the sales team for further study on their qualities and their alignment with company qualifications
- Utilized the company database, IBM AS/400, to handle customer data and fulfill product orders for welcome and promotional kits

JUNE 2019 – AUGUST 2019

**IT QUALITY ASSURANCE INTERN**, STATE COMPENSATION INSURANCE FUND

- Assisted with the launch of the company website by conducting test cases to reduce the number of bugs and malfunctions for all devices and browsers
- Created, managed, and executed over 30 test scripts weekly that targeted any bugs and updates for employee applications
- Evaluated, documented, and relayed test results and findings over to project developers and managers to make necessary modifications to the application according to the device and browser

OCTOBER 2016 – JULY 2018

**SALES ASSOCIATE**, BABIES R US

- Designated as shift lead and delegated tasks to the staff based on schedules and area of expertise
- Shifted floor layouts in accordance to products demand and sales
- Trained arriving and existing employees on updated store policies and incoming products
- Created innovative initiatives weekly to promote and improve sales and customer satisfaction

## EXTRACURRICULARS

OCTOBER 2017 - PRESENT

**ONLINE MARKETPLACE**

- Completed over 150 transactions while maintaining a 4.9/5 customer satisfaction rating
- Generated over \$3000 in profit to help pay for school tuition and materials
- Conduct aftermarket research and analyze market for competitive pricing on merchandise prior to listing

JANUARY 2016 - PRESENT

**PRIVATE SWIM INSTRUCTOR**

- Created weekly plans for specific clients based on experience, strengths, and weaknesses
- Managed over 5 clients weekly while maintaining a full-time student schedule

## SKILLS

- Languages: HTML/CSS, JavaScript, SQL
- Technologies: Microsoft Project/Access, SAP ERP Sim, IBM AS/400, MongoDB