

STEPHEN LEE

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SKILLS

- Experience with Microsoft Word, Excel, Access, Outlook
- Experience with SAP ERP simulation
- Organization
- Communication (in person and through email)
- Management
- Efficiency/ able to prioritize
- Quality control of work

EXPERIENCE

OCTOBER 2016 – JUNE 2018

SALES ASSOCIATE, BABIES R US

- assisted customer with any questions about products
- did “carry-outs,” which meant helping customers bring bigger items to their vehicles
- ordered products through online ordering system if product wasn’t in-store
- reorganize format of the products on the floor
- organize stock room, put items into different locations and record it online

JANUARY 2015 –

PERSONAL COACH

- one on one personal swim coach, usually with beginners
- worked with various age groups but primarily elementary and middle school kids
- generate specific workout plans catered for individuals’ skill level

JUNE 2019 – AUGUST 2019

IT QA INTERN, STATE COMPENSATION INSURANCE FUND

- create, derive, and maintain test scripts and cases for functional and other testing
- create and execute automated test cases for different application testing
- evaluate and document test results and relay results over to project developer for changes and retesting when needed
- develop, document, and make recommendations for standards, guidelines, and process improvement
- participate in training to gain and maintain knowledge of business procedures and current technology
- testing of State Fund's web application on different browsers and various mobile devices

EDUCATION

MAY 2016

DIPLOMA, WESTMOOR HIGH SCHOOL

- graduated in 4 years with diploma

AUGUST 2016 –

EXPECTED BACHELOR’S BUSINESS ADMINISTRATION (INFORMATION SYSTEMS), SAN FRANCISCO STATE UNIVERSITY

- currently in third year at San Francisco State University
- expected to graduate in Spring semester of 2020

ACTIVITIES

- played club basketball for seven years from elementary to high school

- did club swimming for nine years from elementary to high school
 - varsity team throughout four years of high school
- have my own online page where I sell items
 - sell shoes/clothing/accessories
- took part of a service commission in high school
 - kept atmosphere/environment of the school safe and positive
 - volunteered at school and non-school related events in our local area
- volunteered at Seton Medical Center for four years throughout high school
 - ran the gift shop on my own
 - worked the information desk, guided people to areas of the hospital if needed and found rooms where patients were located
- volunteered at the Japan town (located in San Francisco) ramen festival in 2016
 - helped set up booths
 - kept people in line/organized