

# Stephen Lee

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## EXPERIENCE

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

February 2019 - Present

- Conduct research from list of given leads and determine which companies are qualified to be customers based on customer type, reputation, and history then use findings to input, maintain, and edit the 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 promo kits on new products for new and existing customers by looking up customer information and type on IBM AS/400

### **State Compensation Insurance Fund, Pleasanton — IT Quality 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: December 2020

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

August 2012 - May 2016

## SKILLS

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