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| Stephen Lee  19 Pacifico Ave, Daly City, CA, 94015  Phone : (650) 515-9382 Email: slee26@mail.sfsu.edu |  |
| EXPERIENCESSF Imported Auto Parts, South San Francisco —  *Sales 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 — *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 EDUCATIONSan 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 |