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

# education

|  |
| --- |
| august 2016 - july 2020B.S. Business administration – information systems, san francisco state universtiy  * 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 2020sales 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 2019it 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 2018sales 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 - presentOnline shop  * Managed inventory, pricing, and customer relations over various platforms. * Completed over 150 transactions while maintaining a 4.9/5 customer satisfaction rating.  january 2016 - presentprivate swim instructor  * Catered 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, SQL, MongoDB
* Software: Microsoft Project/Access, SAP ERP Sim, IBM AS/400