

# BOWEE LEE

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## OBJECTIVE

To obtain a graduate assistantship within RIT where I can maximize my practical knowledge and training experience

## EDUCATION

Master of Science

Expected May 2014

*Rochester Institute of Technology, NY*

- Major: Professional Studies
- Concentrations: HR Development, General Marketing, Communications & Media Technologies
- Related Course Work: Competitive Staffing and Selection, Marketing Concepts, Crafting the Message

Bachelor of Science

Graduated 2012

*Rochester Institute of Technology, NY*

- Major: International Hospitality and Service Innovation
- Liberal arts concentration: ASL Language and Culture
- Related Course Work: Assessing Service Quality, Leadership in Service Culture, Human Resources Management

## EXPERIENCE

IT Consultant, LogiGlo (8/12 to Present)

- Help set up and maintain office computers and software
- Advise and make minor changes to company website via Web Content Management System

NTID Note Taker, Rochester Institute of Technology ( 11/07 to Present)

- Responsible for organizing and taking notes for NTID students upon request

Staff Receptionist, Rochester Institute of Technology (2/11 to 5/11)

- Served as a primary point of contact for visitors to the Mechanical Engineering Office
- Provided administrative support to department students, faculty and staff

Catering Manager, Sunshine Cafe (06/10 to 08/10)

- Managed all deli staff, prepared and cook all daily foods
- Planned weekly menus as well as placed weekly food orders
- Set up and break down of catering services, including customer billing
- Responsible for minor accounting tasks

Culinary Innovation Team Member, Wegmans Food Markets, (09/09 to 11/09)

- Responsible for preparing, assembling and packaging all fine ingredients to be used in producing products
- Adhere to daily batch order schedules and pace accordingly
- Worked with multiple diverse members of the team such as managers, senior members and quality assurance

## CLUBS AND EXTRACURRICULAR ACTIVITIES

- Higher Education Fellowship at RIT
- NASPA member; NASPA 2013 Annual Conference Attendee
- Former secretary and co-founder of National Society of Minorities in Hospitality (RIT Chapter)
- HEOP LEAP mentor

REFERENCES AVAILABLE UPON REQUEST

Dear Mr. Greer,

My friend and colleague Sarah Piejko recommended me for the Community Advocate graduate assistantship at RIT. I'm currently a graduate student at RIT, under the Center for Multidisciplinary Studies. I am highly interested and passionate about pursuing a future career in Student Affairs. Though I don't come from a "traditional" student affairs background rooted in education, I strongly believe my diverse undergraduate and graduate programs will suit me well for this position. I will be able to use this diverse knowledge to bring in a broader range and even new perspectives to everyone involved.

For example, with a concentration in Human Resource Development, I can better maintain and develop relationships with my staff as well as students. Additionally, I can resolve conflicts or issues between residents in a different, possibly more efficient manner. With experiences in both marketing and communications areas, I can easily create events or promote awareness of upcoming events for residents.

In response to your search for a Community Advocate graduate assistant, I believe my experiences qualify me for consideration.

I hope you will consider me for this position. I look forward to meeting with you to discuss my qualifications in detail.

Sincerely,

Bowee Lee

Dear Ms. Delaney,

I am currently a graduate student here at RIT under the Center for Multidisciplinary Studies. I am highly interested and passionate about pursuing a future career in Student Affairs. I am interested in pursuing the Graduate Assistantship in Contracts within the Center for Campus Life.

During my co-op at the Mechanical Engineering office, I served as the primary and initial contact point for some of the students, faculty and staff members within the department. I would organize and handle a variety of paperwork ranging from graded student assignments to confidential student advising information. Often times the paperwork required following up with either students and/or their advisors. Other times it required following up with other departments such as other colleges, admissions, registrar's office, and so forth.

In response to your search for a Contracts graduate assistant within the Center for Campus Life, I believe my experiences qualify me for the position.

I hope you will consider me for this position. I look forward to meeting with you to discuss my qualifications in detail.

Sincerely,

Bowee Lee

Dear Ms. Delaney,

I am currently a graduate student here at RIT under the Center for Multidisciplinary Studies. I am highly interested and passionate about pursuing a future career in Student Affairs. I am interested in pursuing the Graduate Assistantship in Marketing and Communications. I strongly believe the knowledge I learned from my concentrations will be a great asset to you and your department.

I had the pleasure to create fliers, brochures and even written articles in my Crafting the Message class. We learned the importance of typeface, layouts and other aspects of designing attractive marketing and promotional materials. Then, in my marketing classes, I had the pleasure to learn the many aspects that go into marketing a product or a service, as well as how to communicate that message clearly to end-users. Last, but not least, in my human resources classes we studied the many aspects of how to manage people within large and small organizations. We used real life examples as case studies and applied theoretical knowledge in a practical way.

For one of my past co-ops, I had the pleasure to work with the Mechanical Engineering department as a receptionist. I acted as a liaison between students, faculty and staff on a daily basis. I would also assist with setting up meetings, reserving rooms as well as open house activities within the department.

In response to your search for a Marketing and Communications Graduate Assistant, I believe my experiences qualify me for the position.

I hope you will consider me for this position. I look forward to meeting with you to discuss my qualifications in detail.

Sincerely,

Bowee Lee

Dear Mr. St. Jean,

I am currently a graduate student here at RIT under the Center for Multidisciplinary Studies. I am highly interested and passionate about pursuing a future career in Student Affairs. I am interested in pursuing the Graduate Assistantship in Operational and Staff Services. I strongly believe the knowledge I learned from my education backgrounds will be a great asset to you and your department.

My undergraduate degree was in Hospitality and Service Management, where I had the pleasure to learn about the many different aspects of service. We learned about leadership in the service industry, how to evaluate and continually measure service excellence, as well as how to retain happy customers. Additionally, while attending the annual NASPA 2013 conference, I had the experience to learn about service excellence within a higher education setting from Dr. Boice-Pardee and Dr. Underhill during their panel titled, "If Disney Ran Your College: Client Service & Higher Education."

During my co-ops, I had the experience of applying my knowledge into my work. Not only did I learn more about how to provide excellent customer service, but I also learned the importance of teamwork and good leadership. In all three of my co-ops, often times I worked with co-workers or managers toward a common goal. At Sunshine Cafe specifically, I was provided the opportunity to be a leader multiple times while training new and old staff on how to provide superb customer service.

In response to your search for a Operational and Staff Services Graduate Assistant, I believe my experiences qualify me for the position.

I hope you will consider me for this position. I look forward to meeting with you to discuss my qualifications in detail.

Sincerely,

Bowee Lee

Dear Ms. Metzger,

I am currently a graduate student here at RIT under the Center for Multidisciplinary Studies. I am highly interested and passionate about pursuing a future career in Student Affairs. I am interested in pursuing the Graduate Assistantship in New Student Orientation.

I had the pleasure of meeting you briefly during the Higher Education Fellowship March meeting where you were the mediator for our panelists. It was interesting to learn and know that your non-traditional background and experiences led you to where you are today.

As someone who was once a new student at such a large campus as RIT, I would love nothing more than to have the pleasure of working with new students. Through my co-op experiences, I was able to test my critical thinking skills as well as my ability to think on my feet. Specifically, Wegmans' Culinary Innovation Center was a fast-paced environment. Every day and week we had production goals to meet in order to serve all the Wegmans stores within the nation. Each employee had to work quickly with others in order to meet production goals.

Last, but not least, during my undergraduate years I started learning about ASL and the Deaf culture through my liberal arts concentration. It was a fascinating learning experience and I would love the opportunity to immerse myself into their culture on a deeper level once again.

In response to your search for a New Student Orientation graduate assistant, I believe my experiences qualify me for the position.

I hope you will consider me for this position. I look forward to meeting with you to discuss my qualifications in detail.

Sincerely,

Bowee Lee