

# STEPHANIE LE



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## PROFESSIONAL EXPERIENCE

### REMOTE OPERATIONS SUPPORT & DIGITAL PROJECT COORDINATOR

MYSTIC NAIL BAR & MYSTIC NAIL SPA - FLORIDA

2020 - CURRENT

- Support remote operations for two active U.S. -based businesses
- Coordinated scheduling, vendor tracking, and remote communication workflows
- Supported product development for micro-SaaS and DIY projects
- Managed bilingual vendor communications for U.S.-based operations

### STUDENT AMBASSADOR

PENSACOLA STATE COLLEGE - PENSACOLA, FL

2014-2019

- Delivered presentations and guided prospective students across campus
- Assisted with registration troubleshooting and student outreach events
- Filed and processed administrative requests during peak periods

### FREELANCE DIGITAL CREATOR

REMOTE

2024-CURRENT

- Building a wellness-focused brand, Crisis Club, offering journaling tools and mental health support content
- Developing digital products for Crisis Club
- Developed planning systems tailored for neurodivergent individuals
- Currently exploring UI/UX design courses

## EDUCATION

### B.A.S-BUSINESS & MANAGEMENT-CONCENTRATION IN PROJECT MANAGEMENT

PENSACOLA STATE COLLEGE

2019

- Magna Cum Laude
- Robinson Honors Program
- Take Stock in Children & PSC Scholarship Recipient

### ASSOCIATE OF ARTS, GENERAL STUDIES

PENSACOLA STATE COLLEGE

2017

- Dean's List
- President's List
- Cum Laude Graduate

## SKILLS

- Remote Operations & Workflow Optimization
- Cross-Cultural Communication
- Administrative & Client Support
- Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Digital Tools: Notion, Canva, Google Workspace



### ONGOING LEARNING

- Currently exploring UX/UI design fundamentals
- Data Analysts Courses



### LANGUAGES

- English (Native Speaker)
- Vietnamese (Advanced Level)