

Jenna Lee

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A passionate and eager student who is adaptive to new environments and can learn quickly. Seeking to apply my knowledge of business marketing and management skills at your company.

EDUCATION

San José State University – *San Jose, California*

Expected Graduation: June 2023

Business Administration: Concentration in Management Information Systems

GPA: 3.65

- Dean's Scholar
- Relevant Coursework: Computer Tools for Business, Fundamentals of Operation Management, Fundamental Management and Organizational Behavior, Introduction to Marketing, Computer Tools for Business (Excel)

WORK EXPERIENCE

Living Brite – *Vacaville, California*

June 2022 – Present

Internship

- Coordinated with teammates to market the brand and satisfy customers.
- Used knowledge of website design to create tiktoks and market the brand.

Teazentea – *Fremont, California*

March 2021 – Present

Bobarista/Team Leader

- Helped with the events, such as K-Pop fundraisers and school fundraisers, at the store and made posters to attract customers
- Interviewed new employees and made sure they knew/had all the skills required to be a part of the team.
- Made sure the environment was clean especially during the pandemic, so that nobody got exposed to the virus.
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Poki Run – *Fremont, California*

June 2019 – December 2020

Server

- Displayed advanced customer service by making sure every customer enjoyed their experience and refilled any types of beverages that they wanted.
- Responsible for translating the orders between the kitchen/customers and the manager from Korean to English and English to Korean.
- Made sure customers were satisfied with their meal by repeatedly asking them if there was anything else that I can add on top of their poki bowl and solved any problems that occurred.

LEADERSHIP ACTIVITIES and VOLUNTEER EXPERIENCE

IMA (Institute of Management Accountants) – *San Jose, California*

January 2021 – Present

Member

- Helped recruit new members to expand the IMA community.
- Set up meetings with accountants to show students a better grasp of the occupation.
- Members from different schools would meet via Zoom and discuss future events

VSA (Vietnamese Student Association) – *San Jose, California*

January 2021– Present

Active Member

- Worked on making the club educational and entertaining. Collaborated VSA is a social club, so it helped me make a lot of new connections while learning leadership skills simultaneously.
- Helped the board members with future plans and events by giving them ideas and posting on my social media of their next social events for many other people to join.

HONORS, AWARDS & SKILLS

Honors & Awards: President's Education Honors Program for Outstanding Academic Excellence (2019)

Languages: English (Fluent), Korean (Fluent)

Technical skills: Extremely proficient in Microsoft Word, Excel, PowerPoint, website design, Adobe Photoshop