

Emily Lee

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SUMMARY OF QUALIFICATIONS

- Strong fluency in English speaking and proficient in Thai and Korean languages
- Experienced in assisting and serving customers and team members
- Knowledgeable in social media and utilizing promotional tools
- Organized, active-listener, dedicated in completing tasks as a detail-oriented individual

EDUCATION

Bachelor of Science in Pharmacological Chemistry

June 2025

University of California San Diego, La Jolla, CA

WORK/VOLUNTEER EXPERIENCE

Secretary

December 2020 - June 2021

National Honors Society, Los Angeles, CA

- Responsible for representing our chapter in public relations and providing accurate, detailed records of every meeting, activities, service projects, and attendance
- Utilized numerous productivity applications to properly organize and prepare committee information and news

Church Youth Group Praise Leader

February 2018 - August 2021

Nahsung Evangelical Church, Los Angeles, CA

- Worked collaboratively with praise team members to organize weekly worship by creating song playlists, powerpoint presentations, and activities
- Dedicated time to practice and lead our group every weekend, providing feedback and ideas on how we could improve each week

Chair of Service Committee

October 2018 - June 2021

High School Leadership, Los Angeles, CA

- Coordinated with board members and school administration to conduct community-oriented service projects such as our school's first Red Cross Blood Drive and food/hygiene drives
- Managed and advised a team of 10 members working on service projects, meeting at least 2 days a week to support and communicate the project status of each member

Student Intern

July 2019-August 2019

K.W. Lee Center's Korean American Youth Leaders in Training Program, Los Angeles, CA

- Advocated for workers' rights by reaching out and partnering with local organizations to legally conduct direct action movements against businesses committing wage theft
- Successfully negotiated improvements in the wages and treatment of workers at GENWA Korean Barbeque after a student-led delegation in the presence of legal representatives

PROFESSIONAL INVOLVEMENT/DEVELOPMENT

Member, Girls Build LA, Los Angeles, CA

December 2020 - June 2021

Member, Mental Health Awareness Club, Los Angeles, CA

September 2018 - June 2021

Member, Dance Team, Los Angeles, CA

August 2018 - June 2021

Photographer, Yearbook Committee, Los Angeles, CA

January 2019- June 2019