

Burk Lee

(XXX) XXX-XXX | burk.lee@gmail.com |
City, State Zip Code

Education

University of California, Berkeley May 2023
Intended: Bachelor of Arts in Psychology *GPA: 3.7*

Balboa High School, San Francisco June 2019
High School Diploma

Relevant Coursework: *data analysis, child development and adolescence, public services, administration, program development, research methods*

Leadership Experience

ASUC Student Union Event Services – Berkeley, CA August 2019-Present
Event Planning Assistant

- Assist with the quality of services for students and staff at UC Berkeley campus.
- Organize and prepare the materials and equipment needed for events serving over 100+ guests.
- Maintain a positive guest experience by ensuring all event requests were met in a timely manner.

Barany Consulting- Berkeley, CA December 2019-January 2020
Externship

- Explored work environments aligned to personal career and educational goals in social services by participating in training, presentations, and workshops to enhance communication skills.
- Assisted staff to complete administrative projects: emails, phone transfers, printing, scanning.
- Connected with alumni to explore opportunities for personal and professional growth within the consulting industry.

Professional Experience

Target- San Francisco, CA May 2018- June 2019
Sales Associate

- Monitored inventory and restocked items as requested by store manager and team.
- Provided memorable customer service by assisting with merchandise to meet demands of company.
- Multitasked in a face pace environment to produce high volume of sales to meet weekly benchmarks.
- Operated computerized cash register and processed membership accounts.

Additional Projects

Child Development Research June 2018

- Collected data from online reports to analyze the findings to present a 15-page research paper.
- Interviewed with students on campus to record over 50 responses to gain insight of their perceptions on the developmental stages of children.
- Presented a 10-minute presentation while facilitating a Q&A panel regarding research results.

Skills & Interests

Technical: Proficient with Microsoft Suite, Adobe Photoshop and Illustrator, Google Platforms

Language: Basic Tagalog (written and verbal)

Interests: Community Service with over 100+ volunteer hours, traveler to over 5 countries in Asia.