

# Christopher Lee

Seoul Korea. Mangwondong. Mapo-Gu ▪ 010-5036-4083

**Objective:** To provide and encourage an environment conducive to learning English as a second language.

## **Highlights of Qualifications**

- A disciplined self-starter, able to immediately grasp issues with a great attention to detail.
- Maintains a high sense of teamwork, able to establish rapport with both clients and colleagues, and a clear and logical communicator.
- Highly proficient in many Windows applications.

## **Professional Experience**

**Ivy Rule** Little Neck, New York

**Recording Specialist** May 2009 - July 2009

- Produced, recorded, and edited private school's online audio learning program.
- Being bilingual (English/Korean) and having exceptional computer skills streamlined translations, IT support, and data input.
- Independently worked on projects and maintained sensitive audio equipment.
- Acted as technical support for students and parents to log onto system.

**Ivy Rule Little Neck, New York**

**SAT Verbal Reading and Writing** December 2008 - July 2009

- Served as a teacher for high school students planning on taking the SAT'S.
- Planned and implemented a lesson plan to strengthen students' abilities in reading comprehension and writing.
- Administered practice tests and homework.
- Developed and taught study and memorization strategies to maximize material retention.

**Private Tutoring** Seoul, South Korea.

**English Tutor** June 2008 - September 2008

- Developed an English extended learning program for 3 young adults. Guided them through workbooks and facilitated conversational interactions fit for beginner's.

**Gifford Miller For Mayor Campaign** New York City, New York

**Canvass Team** June 2005 - September 2005

- Traveled door-to-door in neighborhoods throughout NYC collecting voter information and signatures.

**Mondrian bakery and cafe** Great Neck, New York

**General Manager** June 2003 - September 2004

- Responsible for day-to-day management including staffing, training, purchasing, cost control, maintenance, and customer relations.
- Directed the development of a successful salad bar.
- Staffed and trained an assistant manager, servers, and kitchen workers for expanded Manhattan location.

**Private Tutoring** Queens, New York

**After-school Tutor** December 2002 - June 2003

- Helped 3 students achieve their full academic potential. Ages were 10, 12, and 13.  
Drilled two older kids for specialized high school entrance examination.

**The Irish Repertory Theater** New York City, New York

*Administrative Assistant* February 2002 - June 2002

- Interned as an administrative assistant through school program.
- Overlooked mailing of brochures for prospective and past donors.
- Maintained electronic records management system for all incoming and outgoing correspondence.

**Community Experience**

**Park Slope Senior Center** Brooklyn, New York

*Computer Instructor* September 2002 – February 2003

- Assisted senior citizens with general usage of computer and e-mail

**Education**

**State University of New York at Stony Brook** Stony Brook, New York

*Bachelor of Arts in Psychology* September 2004 - December 2008

**Concentrations:** Adolescent and Developmental Psychology

**Student Organizations**

**Korean Christian Fellowship at Stony Brook** Stony Brook, New York

September 2004 - December 2008

- Committed member for 4 years. Helped organize and set up gatherings for praise and worship which were attended by over 40 members weekly.
- Played role in creative direction of annual club show/benefit, "The Love Banquet."