



JEAN LEE

· Ridgefield Park, NJ 07660

EDUCATION

Rutgers University - New Brunswick, NJ

- Major/Minor: B.A. in Communication/Digital Communication Information Media May 2013
- Dean's List: Fall 2011, Spring 2013

WORK EXPERIENCE

Insopack/K-HIT - Fort Lee, NJ - Marketing and Sales Assistant Manager Jan 2015- Present

- Translated marketing information, product brochures and company documents from Korean to English and vice versa
- Created English catalogs of products for buyers and customers
- Communicated with buyers met during industry shows in Las Vegas, Miami, New York via email and phone calls
- Communicated with MoMA buyers for product placement into MoMA stores
- Managed Amazon seller account, Staples account and various vendor accounts for sales transactions
- Checked inventory stock of products in the retail store

Rainbow School, LLC. - Ridgefield, NJ - English Teacher Jul 2013 – Aug2014

- Taught students the alphabet, words, various subjects, circle time songs and more
- Wrote weekly evaluations of students with attention to detail by summarizing events during the week
- Created new science lesson plans using creative and organizational skills, for experiments for 120 students
- Worked with and communicated with co-teacher in creating classroom rules and environment
- Organized students materials in classroom and sent report folders home weekly

CBS Radio 92.3 NOW FM - New York, NY – Programming Intern for Ty Loves NY Jan 2012 – Apr 2012

- Researched and created a calendar of charity events for the radio team to attend during 2012 and 2013
- Researched detailed information about guests for interviews and for show topics
- Communicated with producers to report researched information for topic-based talk segments
- Updated air-checks daily by using Adobe Audition to keep updated voice file archive of the morning show
- Wrote articles summarizing discussions held during the day, which were uploaded onto the show's website
- Filmed and edited videos to promote content of the show on YouTube

KPopStarz - New York, NY - Translator, Writer, and Assistant Copy Editor Jul 2012 – Jan 2013

- Researched information of popular K-Pop music and celebrities to write, edit and publish own articles
- Communicated digitally through Google Docs with chief editors about articles to be written
- Translated trending articles of Korean celebrities news from Korean to English, which generated additional traffic of more than 10,000 more readers and subscribers
- Tracked feedback and traffic of articles and used that information to write articles of viewers' top interests
- Translated popular Korean drama articles from Korean to English for international drama viewers

LEADERSHIP & VOLUNTEER EXPERIENCE

United Squared Ministry - Allentown, NJ Youth Conference Assistant Director & Media Team Sept 2012 - Dec 2012

- Sent out reminder emails of meetings to be held to discuss information about the conference
- Recruited staff members with a non-profit organization for a four day youth conference
- Conducted staff training meetings to communicate ideas and prepare teachers for visionary leadership for events

Rutgers Korean Student Association - New Brunswick, NJ Project Korea Volunteer Spring 2010

- Created artistic props to be used in the student organization play
- Aided in setting up scene changes and made sure the actors' clothes were in good condition

SKILLS AND INTERESTS

- Language: English and Korean, verbally and written
- Technology: Microsoft Word, Excel, Powerpoint, Social Media and Blogging
- Interests: Movies, music, cooking, Korean dramas and entertainment shows, YouTube beauty tutorials