

VIVIAN LEE

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Cupertino, CA 95014 • (408) 482 3756

EDUCATION

B.A. BUSINESS ECONOMICS

UNIVERSITY OF CALIFORNIA RIVERSIDE 2019

GPA 3.33

OTHER SKILLS

FLUENT IN MANDARIN

C++

EXPERIENCE

JANUARY-PRESENT 2020

ASSISTANT ACCOUNT MANAGER, ASIAN BUSINESS CARE INSURANCE — SAN MATEO

- Maintenance of renewals of existing clients' commercial policies
- Obtaining quotes for new or existing clients by contacting insurance carriers and underwriters
- Processed requests for endorsements and claim filing information

JANUARY-SEPTEMBER 2019

VICE PRESIDENT OF FINANCE, SIGMA KAPPA — UNIVERSITY OF CALIFORNIA RIVERSIDE

- Created annual budget for chapter, using data to forecast future expenses and revenue
- Managed executive transactions, donations, national fees, W-9, and miscellaneous expenses
- Billed and invoiced 90 members for dues on a monthly basis
- Processed requests for expenditures and reimbursements
- Cleared delinquent accounts by setting up meetings with members in arrears
- Practiced time management, financial organization, and clear communication while working with other executive council members and advisory board

JUNE 2017-AUGUST 2019

INSTRUCTOR, EDDIE'S QUILTING BEE - SUNNYVALE

- Taught week-long sewing camps for 7-12 year old's
- Created a curriculum to teach necessary sewing skills and safety practices
- Evaluated student's performance and provided it to parents to assist in future learning
- Skills taught include use of sewing machines, Serger machines, embroidery machines, pattern drafting, and sewing with patterns

DECEMBER 2018-MAY 2019

DELTA QUEEN CONTESTANT, SIGMA KAPPA — UNIVERSITY OF CALIFORNIA RIVERSIDE

- Participated in Delta Queen pageant event hosted by Delta Tau Delta fraternity.
- Raised donations, sponsorships, and arranged fundraisers near campus for City of Hope Cancer Foundation totaling over four thousand dollars
- Led a team of five to rehearse, produce stage materials, and perform a skit on stage

DECEMBER 2016

RETAIL ASSOCIATE, TJ MAXX - CUPERTINO

- Stocked and maintained store displays to provide an excellent customer experience
- Conducting any necessary retagging and organization in preparation for full store inventory
- Providing customer service including price checks and assistance in locating items