

# JIN YOUNG LEE

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## EDUCATION

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**University of Maryland** Expected: May 2023  
Robert H. Smith School of Business  
Bachelor of Science, Marketing

**Montgomery College** August 2019 – May 2021  
Associates of Arts, Business GPA: 3.93  
**Honors:** Dean's List, Phi Theta Kappa

## WORK EXPERIENCE

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**Senior Executives Association** McLean, VA  
*Intern* September 2020 – December 2020

- Organized conference, "SEA Presents: The Future of Government Leadership is Now", for 500+ Federal leaders.
- Conducted market research of Virtual Federal Summits using landscape analysis to develop marketing strategies.
- Designed and uploaded social media posts on LinkedIn. Had an average of 364 organic impressions per post.
- Designed social media templates (LinkedIn, Facebook, and Twitter), included in marketing packages for sponsors and speakers.
- Communicated via email with sponsors/speakers to collect headshots/biographies and documented information into Excel.

**Gongcha** Rockville, MD  
*Barista* November 2019 – July 2020

- Promoted new drinks to customers when taking orders.
- Managed employee work schedule and assisted with new-employee training.
- Identified more efficient approaches in preparing bubble tea.
- Recommended pairings for each drink and boba option.

## ACTIVITIES

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**Frederick Douglass Scholarship, *Scholarship Recipient*** August 2021 – Present

- A prestigious merit-based scholarship awarded for academically talented transfer students from a Maryland community college.

**Southern Management Leadership Program, *Scholarship Recipient*** August 2021 – Present

- Three-year program devoted to developing the mindset necessary to become the ethical leaders of tomorrow.

**Get Out to Vote Initiative, *Volunteer*** September 2020 - September 2020

- Partnered with the League of Women Voters to reach out and persuade local voters to cast their ballots so their voices get heard.

**Smithsonian Digital Volunteers: Transcription Center, *Volunteer*** April 2020 – May 2020

- Collaborated with other volunteers to edit and revise transcribed documents.
- Transcribed documents into a digital format.

## SKILLS

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Computer: MS Word, MS Excel, MS PowerPoint  
Languages: Proficient in Korean (Speaking & Reading)