

# Claudia Stephanie Lee

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## EDUCATION

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### University of California, Santa Barbara

Goleta, CA

*Communication, B.A., Professional Writing minor (GPA: 3.94)*

- Awards: 6x Dean's Honors, 1st Place Humanity and Fine Arts Creativity Contest 2022
- Organizations: AS Community Financial Fund, Lambda Pi Eta, Club Gymnastics, The Catalyst Magazine, UCSB Poet's Society
- Relevant Coursework: Writing for Public Speaking, Happiness Communication, Organizational Communication, Nonverbal Communication, Creative Nonfiction Writing, Digital Journalism, Personal Finance, Asian American Creative Writing

### Korea University

Seoul, South Korea

*Exchange Program.*

Fall 2022

- Launched a marketing campaign for Shinsegae Food's upcoming Better Meat (@dr\_yum\_ on Instagram) while developing a marketing proposal
- Study abroad courses: Understanding Consumers, Creative Design, Career Adaptability in Contemporary Society, Business English, Interior Design, Contemporary Korea, and Cross-Cultural Psychology
- Learned to apply concepts learned from UC Santa Barbara Communication classes to research, development, and marketing projects
- Collaborated with Korean classmates and other international students in group projects— improving cultural literacy and cross-cultural communication

### Phillips Exeter Academy

Exeter, NH

*High School Diploma. (GPA: 10.36)*

September 2018-June 2020

- Organizations: Varsity Basketball (x2 Captain), ESSO Basketball, ESSO Pen Pals, Red Bandit
- Awards: Cum Laude Society, Highest honors distinction every quarter
- Skills developed: Small group communication, creative writing, collaborative learning

### Encinal High School

Alameda, CA

*General Studies. (GPA: 4.31)*

August 2015-June 2018

- Organizations: Varsity Basketball (Captain), National Honors Society
- Awards: Highest Honor Roll every semester, maintained a 4.67 GPA all throughout junior year

## PUBLICATIONS

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Lee, Claudia. "The Wuhan Diary: From National Hero to National Enemy." *Division of Humanities and Fine Arts*, 5 June 2023,

[www.hfa.ucsb.edu/news-entries/2023/6/2/the-wuhan-diary-from-national-hero-to-national-enemy?fbclid=IwAR3A7qKN3zppG4WCTrdK0SIyAbpGNDCbN19aHeHqODMDXZs1JDujJSYNzPE](http://www.hfa.ucsb.edu/news-entries/2023/6/2/the-wuhan-diary-from-national-hero-to-national-enemy?fbclid=IwAR3A7qKN3zppG4WCTrdK0SIyAbpGNDCbN19aHeHqODMDXZs1JDujJSYNzPE).

Lee, Claudia. "A Beginner's Guide to Sieng Fung Cha: The Cure-All Chinese Medicine (Memoir)." *Division of Humanities and Fine Arts*, 1 May 2022, [www.hfa.ucsb.edu/news-entries/2022/4/28/prose](http://www.hfa.ucsb.edu/news-entries/2022/4/28/prose).

## WORK EXPERIENCE

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### ECPC Travel

Remote

*Marketing Intern*

January 2024-Present

- Collaborate with co-founders to re-imagine brand style guide
- Create social media posts x2/week promoting sustainable tourism
- Develop and launch the welcome email campaign
- Design marketing infographics and emails for sustainable travel partners

### Campus Learning Assistance Services

UC Santa Barbara

*Writing Tutor*

September 2023-Present

- Facilitate 30-minute in-person and online tutoring sessions for students during any point of the writing process

- Advance writers' clarity and confidence to express ideas with their unique voice
- Workshopped a variety of writing in different contexts, from personal statements to academic, research papers

### **Vicky's Nail Salon**

*Social Media Manager, Brand Ambassador*

**Remote**  
*August 2023-Present*

- Utilize Instagram Business Tools as a marketing platform for a new small business
- Grew Instagram followers by 439% during the first month of opening
- Collaborate with leading nail technicians for upcoming marketing campaigns
- Develop user-generated content from personal platforms to increase exposure

### **Round Lab US**

*Brand Ambassador*

**Remote**  
*August 2022-Present*

- Market via word-of-mouth and social media
- Amassed over 37.6k Instagram views on short-form content as a beginner content creator
- Pitch campaign ideas to the internal team derived from experiences abroad
- Applying concepts learned in communication and marketing classes to work-related projects

### **UC Santa Barbara Disabled Students Program (DSP)**

*Exam Proctor*

**Goleta, CA**  
*May 2022-Present*

- Ensured students in DSP received accommodations in an equitable testing environment
- Maintained strong and frequent communication with DSP Coordinators when things occur outside of plans
- Demonstrated and improved punctuality and accountability when on the job

### **Bay Island Gymnastics**

*Summer Camp and Gymnastics Instructor*

**Oakland, CA**  
*June 2022-August 2022*

- Strengthened ability to communicate with and teach children from the ages of 6-10 years old
- Led a group of 8-10 kids through a variety of activities and exercises
- Improved conflict resolution, behavioral management, and patience
- Adapted verbal and non-verbal cues toward frustrated or upset students to be more accommodating

### **Lee Fong Dentistry**

*Receptionist, Office Assistant, and Web Editor*

**Oakland, CA**  
*August 2019-September 2021*

- Guided patients through COVID-19 protocol and screening
- Participated in patient outreach with follow-ups via phone and email
- Updated the latest COVID-19 forms and information on the office website using HTML
- Sanitized dental chairs between patients

## **LEADERSHIP EXPERIENCE**

### **AS Community Financial Fund**

*External Vice Chair*

**UC Santa Barbara**  
*September 2023-Present*

- Spearheaded the annual Spring Speaker Series, playing essential roles in research, networking, organizing each speaking engagement
- Guest-lectured financial literacy for freshmen-level UCSB courses and 10+ on-campus organizations
- Created the "Fall into Financial Resources" collaborative event with the UCSB Financial Wellness Committee
- Managed and coordinated partnerships with other AS entities for speaking events and student grant distribution
- Led the marketing team with the networking, social media, and graphics officers to advertise events

*Peer Advisor, Board Member*

*December 2022-June 2023*

- Co-facilitated school-wide financial literacy workshops (~50-65 students per workshop)
- Garnered 800 registrants within one hour of sign-ups from effective digital and word-of-mouth marketing
- Administered weekly office hours for one-on-one financial peer advising
- Conducted interviews with 20+ prospective board member candidates

### **Varsity Basketball**

*Team Captain*

**Phillips Exeter Academy & Encinal High School**

*2017-2020*

- Facilitated communication between teammates and coaching staff
- Boosted team morale during losing streaks by exhibiting positivity and maintaining an extreme work ethic

- Helped transition from a losing season (1-18) to a winning season (13-11) after first year on the team and as captain

### **SKILLS & INTERESTS & ACCOLADES**

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**Hard Skills:** Adobe Creative Suites: InDesign, Illustrator, Fresco, Photoshop | HTML, CSS | Microsoft Office Suite: Powerpoint, Excel, Word, Outlook | Canva | Instagram Analytics

**Soft Skills:** Financial Literacy | Professional Writing | Academic Research | Public Speaking | Leadership | Teaching | Cross-Cultural Communication | Conversational Spanish

**Interests:** Creative writing, world travel, food

**Accolades:** x3 USA Karate Junior National Team member, x2 USA Karate National Champion, 2016 Jr. Pan American Bronze Medalist in Guayaquil, Ecuador