

Kelsie Lee

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EDUCATION

University of California, Berkeley

Expected Graduation: May 2025

B.A. in Political Economy | *College of Letters & Science*

Berkeley, CA

Coursework: Economics, Microeconomics, Principles of Business, Data Science, Statistics, Multivariable Calculus

PROFESSIONAL EXPERIENCE

Electronic Arts

Aug. 2023 - Present

Contract Consultant

Berkeley, CA

- Compile existing academic programs worldwide to build a framework to introduce EA-sponsored courses by incorporating existing university courses and integrating EA-specific courses by developing a curriculum with widespread implementation
- Create widely-implemented EA programs through competitive analysis with HBCU & HSI colleges & philanthropic actions
- Refine the program curriculum by researching on up-and-coming talent-focused innovations for the next 5-10 years and the near future through competitive analysis with EA's current goals for Horizon 1 and 2 recommendations

Brian Jann CPA

May. 2023 - Present

Accounting Intern

San Francisco, CA

- Execute client payroll with comprehensive data entry detailing earnings, taxes, deductions, and withholdings by preparing paychecks, payroll tax deposit, payroll tax returns including IRS forms W-2, W-3, 940, & 941 using CheckMark Payroll
- Communicate directly with 100+ clients about the status of their return & respond to any questions & concerns
- Prepare individual, corporate, partnership, and fiduciary tax returns using Lacerte with live data entry while ensuring accuracy and foster an extensive comprehension of prevailing tax codes & regulations

Axiom Hotel - Sightline Hospitality

Jun. 2022 - Aug. 2022

Front Desk Agent Intern

San Francisco, CA

- Managed the day-to-day front desk operations for a busy hospitality industry - warmly welcomed guests, coordinated check-ins, managed phones and credit cards, and provided administrative & clerical support via the OPERA system
- Facilitated calls with guests, vendors, & staff and fostered a positive client relationship through attentive listening, proactive assistance, & demonstrating genuine interest in their needs, provided excellent customer service with a friendly attitude
- Coordinated pick up and delivery of express mail services, unpacked inventory, and stocked supplies - maintained an organized, clean, professional workspace & waiting area.

LEADERSHIP EXPERIENCE

Ascend Berkeley Business Organization

Jan. 2023 - May 2023

Finance Committee Member

Berkeley, CA

- Facilitated investment competitions and developed skills in financial analysis, personal finance, & investment strategies
- Planned and executed a financial literacy workshop with a team of 10 members for other students in club/on-campus
- Engaged in workshops, networking events, discussions, and activities related to finance education, current events & trends in the finance industry, staying up-to-date on the latest developments
- Contributed to positive & collaborative environments, demonstrated strong interpersonal skills & willingness to learn

SlimeCorgii @ Instagram

May 2017 - Aug. 2021

Founder, Manager, & Owner of E-Commerce Store

San Francisco, CA

- Generated 200+ sales & \$3,000+ in profit by independently designing & creating slime through Depop & Mercari
- Earned a 5-star customer rating with 50+ reviews by building strong relationships with valued & loyal customers
- Built strong marketing campaigns that reached 10,000 + viewers on Instagram globally

SKILLS

Computer: Python, R, Google Work Spaces, PowerPoint, Excel, Lacerte Tax Software, CheckMark Payroll

Languages: English (Native), Cantonese (Native), Mandarin (Intermediate)

Interests: At-home barista, kdrama watcher (Crash Landing on You), Boba Expert, Piano Player, Foodie Blogger, Basketball, Baker