**Peter Lee**

***Contact Information***

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 ***Home: 608-245-9919***

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**Education**

***University of Wisconsin-Madison***

***BA in sociology May 2009***

***Minor in International Relations***

**Experience**

 ***Kema Intern (10/09-12/09*)**

 **-**Consulted clients and customers on various home energy options.

-Administrative work and intensive research on energy consumption and technological usage.

***Study Abroad/English tutor (1/08-1/09).***

 -Studied abroad at Ewha Women’s University .

-Tutored English to groups of Korean children for 2 hours twice a week.

-Also tutored English to college students and person of profession.

***UW Survey Center (3/1/07-6/1/07)***

-Surveyed U.S. residents in many topics concerning social, economic, and political issues over the phone by conducting a one to one interview.

 ***Ultratech Communication (12/1/06-1/1/07)***

 -Relay phone operator.

-Relay and transcribing calls between clients of Ultratech and their caller.

***Office Depot (8/1/04-6/1/06)***

 -Customer service associate

-Responsibility included customer services, customer sales, cashier checkout, answering and handling phone calls, assisting fellow employees, and other minute tasks.

***Steak Escape (6/15/02-6/1/04)***

 -Worked as a lead employee

 -Responsibility included maintaining balance in work environment,

assisting in daily tasks, serving customers with efficiency, supervising fellow employees, and opening and closing paperwork.

***Community service***

- Participated in numerous community services such as project outreach, organized community clean-up, teens program as a Kennedy Heights resident.

- Volunteered at the Rhythm and Boom event collecting donations and clean-up.

-Served and assisted the homeless at the Men’s shelter as a member of Boy Scout Troop 124.

**Skills**

 *-Customer service (****4yrs experience****)*

 *-Bilingual in English and Hmong (intermediate in Korean 2 years)*

*-Proficient in Microsoft word, Excel, SPSS, Adobe, and Dreamweaver*

*-Great leadership skills*

*-Work great independently*

*-Proficient Multi-tasking ability*

*-Proficient interview and time management skills*

*-Excellent people skills*

**Activities**

 ***BroSis (7.1.2008-7.11.2008)***

-Participant in the 11 day international program in Seoul to research and develop solutions for the city’s structural issues.

-Researched about corporate firms overtaking smaller business and presented possible solutions to city officials.

***Civitan club***

-As a club member spending the Saturday morning weekend with handicap and mentally challenge children to develop and foster their social growth

***Sunday School English Teacher in Korea***

-Served as the primary English instructor for elementary and middle school children in weekly Sunday school class.

 ***Hmong Asian Student Association***

 -University outreach club for the Hmong community in Madison.

-Served as co-chair of the club, helping to organize events within the club and community, as well as promoting Hmong awareness and issues throughout the Madison community.

 ***Break dancing Club***

- As an active member, helped promote the interest of break dancing to both the campus and city community. Participated in organizing b-boy events and showcases at public schools and community centers.

***Hmong Human Rights***

-Challenging and voicing the issues of Hmong Human Rights to the public.

-Served as an avid activist creating and handing out fliers, organizing public events, and directing bi-weekly club meeting.

 ***FC Invader Soccer Club***

-Soccer club in the Hmong community to help build self-confidence and teamwork. Competed in numerous soccer tournaments throughout Wisconsin and Minnesota.

-As a co-captain, lead in team workouts, drills, and team meeting. Also acted as a counselor guide for many of the younger members aiding their academic and social progress.

***Boy Scout***

 - Assistant Scout Master for troop 124

- First class Boy Scout

**Reference:** Available upon request