Joseph Lee

11705 NW Winter Park Terrace 105 Portland OR 97229

Home Phone: 503-939-1898

Email: Leejoe503@gmail.com

**Professional Summary**

Dedicated goal oriented professional with over 10 years of experience. Background in business marketing and management. Experienced in customer service with great attention to detail and customer relations. Self-starter with the ability to learn the specifics of a new job quickly. Very good results working alone or as a team player.

**Objective**

I will use my knowledge and skills to teach and support students as they learn and master the English language. Also will use my Korean background to support top management. I am investing all my resources into my career growth.

**Professional Experience**

**Intel Corp (blue badge) Hillsboro, OR USA 2003-2005**

**Research Intern**

* Set schedules for seminars and conventions
* Organizing financial spreadsheets and presentations
* Daily reviews and checks of division operations

**Wells Fargo Bank N.A. 2005-2011**

**Lead Teller 2005-2007**

* Opened and closed local bank branch daily
* In charge of banking operations and compliance
* Worked directly with management to improve daily routines

**Customer Service/Mortgage 2007-2011**

* Worked with customers on a day to day basis with accounts
* Assisted in underwriting with mortgage plans
* Lead the diversity team for the building consisting of 2000 people

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**J&J Arizona LLC 2011-current**

**Property Manager**

* Currently managing multiple commercial properties in the greater Phoenix area
* Leasing and maintaining tenants
* Demographic research and site studies for future development sites

**Education**

**Portland Community College 2002-2003**

Attended business classes while in my senior year of high school. Classes included Accounting and Management along with other elective courses.

**Portland State University 2003-2004**

I have completed college level writing, reading, speech and math courses. I have also completed marketing, accounting, management classes. Plan to finish my degree within 2 years.

**TEFL Certified current**

Recently completed a 120 hour TEFL certification online

**Skills and Community Background**

Windows 7 and MS Office (proficient in MS office at an expert level)

Very versed and knowledgeable in commercial and residential real estate.

Fluent in speaking reading and writing Korean and English.

Youth leader at my church for multiple years so I am very good with leadership among youths.

Taught taekwondo for 4 years to young children.

Volunteered regularly through school work and church.