**SAMUEL M.H. LEE**

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EDUCATION­­­­­­­­­­­

**University of California, Irvine** June 2014

*Bachelor of Art in Social Ecology*

Minor: *Educational Studies*

WORK EXPERIENCE

**Special Collection & Archives** June 2012 – June 2014

*Archivist Assistant* – Irvine, CA

* Staff the front desk and provide public service to users in the Southeast Asian Archive
* Handle rare materials with preservation procedures and catalog archival collections
* Successfully manage assigned special projects with prompt deadlines
* Utilize flatbed scanner to photocopy large orders for duplication of rare books and archival material, following procedures for safe handling to create digital images of photographic prints, slides, negatives, and documents

**UC Irvine Campus Blood Donor Center**  July 2012 – March 2013

*Blood Donation Recruiter* – Irvine, CA

* Contact campus organizations by phone, in person, and email to request blood donations from students and employees
* Contact prospective groups to arrange class and club presentations from up to 300 students, presenting requirements and benefits of participating in blood-donor programs
* Collaborate with a small team to develop projects to promote and market the blood donor center
* Staff front desk to greet donors and arrange appointments through an online database

**UC Irvine Arboretum** March 2014 – June 2014

*Horticulturalist Intern* – Irvine, CA

* Plan and facilitate practices in sustainable horticulture and create opportunities for visitor outreaches
* Collaborate with staff leaders to design and install landscapes that are sustainable to native environment
* Oversee Arboretum operations of office work, public relations during special events, and basic gardening functions such as opening and closing of grounds
* Work to address general maintenance of facilities

ACTIVITIES

**Christian Students at UCI**

*Executive* Officer – Irvine, CA August 2011 – August 2013

* Coordinate, organize, and execute activities for the Christian Students organization, including Bible studies, community meetings, and local trips
* Facilitate weekly meetings in which committees are formed to plan upcoming events
* Welcome new members by distributing promotional material and hosting special events
* Manage and expand club budget through various fundraising channels such as community garage sales with the organization, car washes, and food booths

SKILLS

* Computer: Proficient with Microsoft and Apple computers
* Software: Microsoft Word, Excel, PowerPoint, and basic Adobe Photoshop
* Languages: Fluent Korean (Intermediate speaking, basic reading and writing)