Theresa Minhee Lee

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77 Clay Street, Apt 4B, Brooklyn, NY 11222

Education

Nyack College, New York, NY
2021- Present (Expected graduation 5/2024) MA MFT

Pratt Institute, Brooklyn, NY
2008- 2012, BFA Jewelry Design/ Metalsmithing
Relevant Coursework- Abnormal Psychology, Child Development

Work Experience

WWAKE Jewelry, Brooklyn, NY
10/2019-Current - Production Coordinator/Bench Jeweler
• Communicated with vendors as representatives for the company's needs and demands to meet sales.
• Fostered a strong team dynamic by building a community-like atmosphere within the company. Planned events and created more inclusivity to bridge relationships between departments.
• Supported managers to fill needs of missed criteria of completing short-term projects. Ability to adapt and see projects objectively to plan and organize deadlines.

Pamela Love LLC, New York, NY
1/2013- 4/2018 - Bench Jeweler
• Built relationships with vendors and trusted suppliers for sourcing materials.
• Supported managers with communication between employees when issues and disagreements occurred.
• Helped onboard new employees to ease transition into new roles and company culture.

Relevant Experience

Remnant Westside Church, New York, NY
8/2012- 5/2020- Lay Ministry Leader
• Met with college students regularly throughout the week for leadership training, Bible study, and discipleship.
• Planned the ministry calendar with events for students and church.
• Fulfilled administrative duties by communicating between RWC staff and student members.
• Organized outreach and community service events to grow awareness and need for low-income communities.

Technical Skills

MS Office (Access, Excel, PowerPoint, Word)