

Olivia Lee

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San Francisco, CA 94112

EDUCATION

Abraham Lincoln High School, San Francisco, CA
GPA: 4.0 (unweighted)

Expected Graduation: 2023

RELEVANT EXPERIENCE

Mayor's Youth Employment and Education Program, San Francisco, CA
Summer Intern

June 2021-July 2021

- Attended Zoom meetings for 4 hours a week about professional job training while collaborating with peers
- Gained knowledge on professionalism, money management, etc.
- Completed weekly assignments and discussions

Virtual Notes for Support, San Francisco, CA (UCSF, Children's Hospital)

2021

Volunteer

- Wrote and sent virtual notes of gratitude and encouragement to SF healthcare workers in San Francisco

Jewish Home of San Francisco Food Bank, San Francisco, CA

2019

Volunteer

- Packed and distributed produce to the community
- Loaded and unloaded food items

EXTRACURRICULARS

Abraham Lincoln High School's Basketball Team

2019 - Present

Student at Artworks Fine Art Studios

2016 - Present

SKILLS

Languages: English (fluent), basic Cantonese and Mandarin

Computer Programs: Google Drive, Microsoft Word

Interests: Business, Marketing, Design