

# Andrew Lee

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Notre Dame, IN 46556

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## EDUCATION

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**University of Notre Dame, Mendoza College of Business** **Notre Dame, IN**  
*Bachelor of Business Administration in Finance* **Expected 2013**

- **GPA:** 3.5 / 4.0
- **Relevant Coursework:** Corporate Financial Management, Macroeconomic Analysis, Financial Accounting, Managerial Accounting, IT Management, Business Contract Law

## WORK & LEADERSHIP EXPERIENCE

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**Sprint Nextel** **Los Angeles, CA**  
*Intern, Business Solutions* **May 2010 – Aug 2010**

- Assisted the business group with various projects involved with the nation's first launch of the 4<sup>th</sup> generation WiMax telecommunications network
- Selected Project Experiences:
  - Created an analysis tool to study past sales performances, growth potential and trends
  - Developed and presented Powerpoint pitches to explain ad-hoc solutions to potential clients
  - Streamlined businesses by providing response proposals designed to optimize revenue
  - Improved operations by devising a simplified method to obtain standardized lead lists

**Club Coordination Council of ND** **Notre Dame, IN**  
*Division Representative* **2008 – 2010**

- Evaluated campus clubs' budget sheets to determine proper allocation of funds within a set university budget
- Resolved fund appeal cases to ensure clubs' unpredicted monetary needs

**Management Club of Notre Dame** **Notre Dame, IN**  
*Treasurer* **2009 – 2010**

- Saved club from being denied university funding by cutting costs to balance a failing budget
- Organized speaker conferences and community events

**Student International Business Council** **Notre Dame, IN**  
*IT Division Member* **2009 – 2010**

- Published and evaluated the effectiveness of online ads for a nonprofit organization through Google Adwords and Analytics

## SKILLS, ACTIVITIES & INTERESTS

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**Languages:** Fluent in Korean; Conversational Proficiency in Spanish

**Technical Skills:** Basic VBA and Java; Excel; Access; Powerpoint; Word

**Activities:** ND Office of Information Technologies (Help Consultant); Morris Inn Externship; UCLA Summer Mock Trial (Defense Leader); Interhall Soccer; ND Center for the Study of Languages and Cultures (Blogs Coordinator); Banana Republic (Sales Associate)

**Interests:** Poker; K-Pop; Fantasy sports; Day-trading