

# ASIA LEE

De Pere, WI / 651-403-1302 / [asiagaolee@gmail.com](mailto:asiagaolee@gmail.com)

## Work Experience

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### Supervisor

Maplewood, MN

Victoria's Secret

January 2022 - September 2022

- Provided supervision, oversight and accountability for multiple projects, including records management
- Improved team functionality and success by disseminating gathered data based on the current segment numbers, and making suggestions based on observations
- Calculated and issued refunds, closed cash registers, and regularly documented and filed bank deposit information
- Improved my time management skills, while simultaneously promoting team collaboration and success by communicating with my peers about projects, and potential selling points with customers
- Sorted, labeled and organized merchandise according to the coordinated merchandising planograms and completed inventories manually on a weekly basis
- Met daily requirements by regularly completing loyalty programs, and expanding sales with the knowledge of promotional strategies and basic merchandising
- Gained experience in generating theft reports, making sure to accurately relay time sensitive information to management with discretion

### Retails Associate

Maplewood, MN

Kohl's

June 2021 - August 2021

- Enhanced my social and professional skills, such as learning how to engage with customers, accurately handling point of sale and producing maximum sales efficiency while increasing my general confidence and enthusiasm
- Anticipated customer needs, giving tailored suggestions, and providing them with the highest quality services while upholding the company's brand standard
- By implementing a positive and welcoming mindset to my work ethic, I gained professional connections with customers which allowed me to obtain their interests, and thus allowed me to accurately follow through with selling and merchandising techniques to expand the sale

### Physician Assistant Apprentice

Virtual Shadowing, PreHealthShadowing

2021

- I shadowed a qualified Physician Assistant, gaining various knowledge of medical training and insight
- I was able to acquire information on the care and treatments associated with minority groups like the LGBTQ+ Community
- This allowed me to be fairly educated on proper terminology and actively remove the medical stigma revolving around these minority groups
- Took part in case studies and mock examinations where I was given the symptoms of patients and I had to analyze the information in order to determine the correct diagnosis

## Education & Certifications

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<b>High School Diploma</b> , North High School	Sep. 2019 - June 2022
<b>CNA Certification</b> , Northeast Metro 916 Career & Tech	June 2022
<b>BLS Certification</b> , Northeast Metro 916 Career & Tech	June 2022
<b>Northeast Metro 916 Career &amp; Tech</b> , Century College	September 2021 - June 2022