**Joel** Lee

7129 Elwell Street, V5E1K7, Burnaby BC, Canada · (778) 997 -7129

Joeliee7129@gmail.com

**Relevant Skills**

|  |  |
| --- | --- |
| * Created R, Python, and HTML projects * Engineer website databases * ML and AI Algorithms | * SAP Management systems * Microsoft office (Word, Excel, PowerBI) * Project Management and mentorship |

**Volunteer**

SEPTEMBER 2023 – MAY 2024

**VP Networking and Sponsorships**, BCIT BITMAN Association

* Mail Merge and outreach with Google Workspace for marketing and promotions
* Analyze member participation data for club activities like workshops and panellist talks
* Maintain relationships and handle inquiries with organizations and alumni

SEPTEMBER 2023 – MAY 2024

**VP Corporate Sponsorships**, JDC West

* Interpersonal skills and negotiated four agreements, bringing $6000 in sponsorship for the club
* Technical skills in preparation for meetings and conferences with potential sponsors
* Schedule and coordinate meetings, appointments and travel arrangements

SEPTEMBER 2018 – PRESENT

**Event Coordinator and General Administrative**, Taiwanese Canadian Cultural Society

* Schedule and coordinate meetings, appointments and travel arrangements
* Data entry in updating records of confidential committee information and volunteer hours
* Project Coordinator to organize floor plan track set up and strike team
* Prepare and distribute documents, reports, and presentations with Microsoft Outlook

**Education**

JULY 2024

**Business Information Technology Management – AI Option**, BCIT, Burnaby BC

* SQL, Database Management, Excel, Project Management, Tableau, Power BI, and Python

May 2024

**CAPM Certification**, Project Management Institute

* Certified Associate in Project Management

SEPTEMBER 2023

**Google Data Analytics Certificate**, Coursera

* SQL and R

SEPTEMBER 2016

**Dental Technician Program**, CDI, Surrey BC

• CADCAM designing crowns and dentures.

• Trained hand motor skills

**Experience**

SEPTEMBER 2016 – PRESENT

**Dental Technician Assistants**

SmileByPocock September 2020 – 2023

Smiles lab July 2018 – January 2020

Vetech lab September 2016 – July 2018

• Planning, multitasking, prioritizing deadlines, and working 35 cases a day under pressure

• Research 3D printers and gather information on dental materials in Excel

• Classifying, analyzing, and evaluating client’s cases to problem-solving their solutions

• Supervising, mentoring, and motivating new employees and assistants

JUNE 2020 – AUGUST 2020 (3-MONTH CONTRACT)

**Sales Representative**, FRESH PAINT

• Cold calling, knocking on 50 doors, generating five leads minimum daily

• I listen to clients' painting needs and negotiate for additional services like roofing and flooring.

SEPTEMBER 2013 – SEPTEMBER 2019

**Water Safety Instructor,** SPA VERSANTE

• Led classes of five students, developing relations and team participation with an assistant.

• Performed lifesaving procedures and managed risks in the pool

• Instructing, training, and coaching competitive swimming