



# Jun Lee

DATA ENTRY SPECIALIST

## Details

Norfolk  
United States  
[junwlee95@gmail.com](mailto:junwlee95@gmail.com)

## Links

[LinkedIN](#)  
[My Personal Website](#)

## Skills

- Interpersonal Skills
- Problem Solving
- Creativity
- Communication
- Ability to Multitask
- Ability to Work Under Pressure
- Fast Learner
- Time Management
- Effective Time Management
- Leadership Skills
- Ability to Work in a Team
- Customer Service
- Computer Skills
- Data Entry

## Languages

- Korean
- English

## Profile

I am a dedicated and highly motivated professional with a diverse background in the Navy, Medical field, and comprehensive computer system knowledge. I demonstrate expertise in efficiently executing complex tasks, fostering a culture of teamwork, and delivering exceptional results under pressure. I possess a strong work ethic and an unwavering commitment to excellence. I am now seeking to leverage my valuable skill sets to contribute to a dynamic organization in a challenging role.

## Employment History

### Dispatcher, Texas A&M Emergency Medical Services, College Station

MARCH 2015 – JULY 2016

- Achieved a record of "Fastest Response Time" in a junior level position while in training.
- Was able to maintain a good track record of managing multiple Emergency calls at one given time.
- Momentously increased company budget by meeting metrics of the company goals.
- Helped maintain a positive-feedback of 98% for community approval.

### Medical Supervisor, BPL Plasma, College Station

AUGUST 2016 – AUGUST 2017

- Reduced and organized all paper documents of donors to a systematized report digitally.
- Increased donor metrics by 30% and over-achieving the company goals by 10%.
- Processed over new 1000+ donors and increased donation center budget by 25%.
- Increased the amount of returning donors by 15%.

### Server, Olive Garden , College Station

OCTOBER 2016 – FEBRUARY 2018

- Helped the restaurant achieve the Darden "Diamond Club" Award.
- Increased personal profit margins by 150% while serving.
- Maintained a customer satisfaction score of 97% throughout career.
- Achieved "Server of the Year"

### Emergency Medical Technician , Baylor Scott and White, Austin

SEPTEMBER 2017 – SEPTEMBER 2018

- Responded to over 60 emergency calls at a given night.
- Maintained well-below of the company mortality rate of 5%

### Customer Support, Wayfair, College Station

SEPTEMBER 2018 – MARCH 2019

- Decreased company E-mail load by 10%
- Led a track record of positive customer feedback of 100%
- Met over the quarterly requirements of customer reports and grievances
- Achieved further education in EXCEL and CISCO related software

### Nuclear Propulsion Engineer [ETN2], United States Navy [DoD], Norfolk

OCTOBER 2019 – PRESENT

- Nuclear Propulsion Engineer Qualified
- Electronics Technician Nuclear
- Currently achieved an E-5 rank in the Navy
- Fire Fighting Qualified
- Quality Assurance Qualified
- 3M qualified
- Certified to read and operate Electric Plant Diagrams
- Maintenance on Military Equipment for Propulsion plant operational needs
- Qualified to operate a Nuclear Reactor on a US Navy Carrier

## Hobbies

I love making music on my downtime in FL studios, watching anime, cosplaying, hiking, playing video games, and learning new things.

- *Data entry expert of hourly logs and plant parameters*
- *Aided in the critical testing new Aircraft Carrier for it's production for military operations*
- *Secret Clearance*

## Education

### Associates, Unviersity of Texas A&M , College Station

AUGUST 2014 – JULY 2016

Degree in Biochemistry

### Online Class, Harvard University, Norfolk

AUGUST 2023 – PRESENT

CS50

### EMT Certification, TEEX, Bryan

OCTOBER 2015 – APRIL 2016

Graduated Top of the Class

### Reactor Operator, United States Nuclear Propulsion School, Charleston

OCTOBER 2019 – JULY 2021

Certified to operate United States Navy Reactor Operators

## Extra-curricular activities

### Continuous Education For Computer Science

JULY 2023 – PRESENT

I am learning on the internet of all skills related to computer science so that way when I get out of the military, I can further my education at a University and get a degree.

I would like to get many certifications along the way such as:

- CompTIA+
- Security+
- PenTest+