

NAYOUN LEE

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Valencia, Ca 91355
24700 McBean Pkwy

EDUCATION

California Institute of the Arts <i>Bachelor of Character Animation</i>	California, United States 2025 – 2029
Ringling college of Arts and Design <i>Bachelor of Computer Animation</i>	Florida, United States 2024 – 2025
International School of the Sacred Heart Tokyo <i>International School of the Sacred Heart Tokyo</i>	Tokyo, Japan 2019 –2024
Fine Arts Excellence Achievement Award 2022 2024 Academic Excellence Award 2023 2024 (unweighted) GPA: 3.6/4.0	

WORK EXPERIENCE

University Portfolio Development Tutor <i>International School of the Sacred Heart</i>	Tokyo, Japan Jan 2024 – Aug 2024
<ul style="list-style-type: none">- Tutored Student for Animation Portfolio development for College- Developed class curriculum planning the process- Designed custom curriculum inquiring both the portfolio requirements and the students ability along with wishes- Worked one on one with the student and gave personal feedback- Provided weekly emotional support to student when needed by having counselling sessions and see how student felt on their progress- Also worked with student’s parents’ and communicated weekly updates of student’s progress	
Bartender and Hall Server <i>Suragan Ebisu Honten</i>	Tokyo, Japan Mar 2024 – Aug 2024
<ul style="list-style-type: none">- Prepared special fusion korean drinks such as fruit sodas, korean rice wine, or sweet tea- Maintained bar inventory and ensured timely re-stocking of supplies- Provided exceptional customer service, ensuring all guests had a positive experience- Communicated with kitchen staff to ensure that drink orders were served correctly- Provided attentive, friendly service to guests, ensuring their dining experience was enjoyable.- Took orders, served food, and ensured timely delivery in a fast-paced environment.- Explained menu items and Korean cuisine to guests in Japanese, English, and Korean unfamiliar with the offerings, ensuring they felt comfortable and informed.- Ensured cleanliness and organization of the dining area, resetting tables efficiently for new guests.- Worked collaboratively with the kitchen and other front-of-house staff to guarantee smooth service.	

ADDITIONAL INFORMATION

Skills:	Proficient in English and Korean, Advanced Intermediate in Japanese
General skills:	Photoshop, 3D digital sculpting on Maya, teamwork and collaboration, leadership of large groups, event organization and planning,