

# Yunkuan (Tino) Lee

Seattle, WA 98105 | (301) 866-7932 | [ykl5@uw.edu](mailto:ykl5@uw.edu) | [LinkedIn](#)

## EDUCATION

---

**National Kaohsiung Normal University (NKNU)**

*BBA Business Management*

GPA 3.6/4.0

**Kaohsiung, Taiwan**

*Sep. 2017 – Jan 2021*

## PROFESSIONAL CERTIFICATES

---

**Planner of Enterprise Resource Planning,**

Chinese Enterprise Resource Planning Society

*Jan. 2020*

## WORK EXPERIENCE

---

**Sin Jin Construction Co., Ltd.**

**Kaohsiung, Taiwan**

*Design Assistant, Full-time*

*July 2019 - August 2022*

- Inspect construction sites to ensure the designs are realized correctly
- Monitor and record construction progress
- Claim reimbursements and carry out final accounts procedures
- Projects

*Projects Budgeting and Final Accounts Procedure (July – Dec. 2021)*

*Model Home and Sales Center Construction (June – Nov. 2020)*

*Relaunch of Market Research System (April – July 2020)*

*Sales Specialist, Part-time*

*Nov. 2018 – July 2019*

- Researched real-estate prices in the market
- Analyzed clients' requirements and resources
- Updated sales database

*Office Assistant, Intern*

*Sep. 2017 – Nov. 2018*

- Conducted cost analysis for various construction projects and drafted the budgets
- Processed project final accounts and analyzed financial reports

**Airbnb Flats – [Tino's Apartments](#)**

**Kaohsiung, Taiwan**

*Host, Part-time*

*July 2019 - Present*

- Conduct market research to generate strategic pricing and marketing plans
- Planned the renovation of two units with a US\$23,000 total budget
- Manage the operation of room rentals including finances, HR, and customer relations