

Zion Lee

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Education

NORTHWESTERN UNIVERSITY

BIENEN SCHOOL OF MUSIC
MASTERS OF MUSIC; VIOLIN PERFORMANCE, 2020

CLEVELAND INSTITUTE OF MUSIC

BACHELOR OF MUSIC; VIOLIN PERFORMANCE, 2018

Leadership, Administration & Teamwork

MUSIC FOR FOOD

Chicago, IL | December 2017 - October 2020

- Student Artist Member and Promoter

CREDO MUSIC FESTIVAL

Oberlin, OH | April 2019 - August 2019

- Intern and Fellow Musician

ENCORE CHAMBER MUSIC FESTIVAL

Cleveland, OH | June 2017 - July 2018

- Intern, Student Activities/Residence Assistant

STARBUCKS COFFEE

Ames, IA | July 2020 - July 2021

- Shift Manager, Barista Trainer, Barista

NORTHWESTERN UNIVERSITY

- Chamber Music General Manager
- Dover Quartet Competition Assistant Director
- Operations & Sales Manager

CLEVELAND INSTITUTE OF MUSIC

- Student Government Association President
- Board of Trustees Ex-officio Member
- Admissions Office & Concerts and Events - Student Manager

Experience

SEOUL SCHOLARS INTERNATIONAL MATH & SCIENCE - Admissions Officer

Daechi, Gangnam District in Seoul, S. Korea | July 2023 - Present

- Coordinated student applications and handled admissions data, providing real-time reports to leadership.
- Managed school communications, scheduled admissions interviews with families and teachers, and organized admission-related finances.
- Assisted the Director and Dean of Academic Affairs in making decisions regarding curriculum and educational programs.
- Led school admission information seminars and broke records for the highest number of new students recruited per month, consistently surpassing previous benchmarks and driving admissions growth.

eMAX ENGLISH - English Teacher, Teacher Trainer

Daechi, Gangnam District in Seoul, S. Korea | August 2021 - December 2022

- Created weekly lesson plans for Grade 3-5 students.
- Communicated with parents about lessons and student's achievements.
- Supported and collectively worked with the teaching team and trained 8 new teachers.
- Developed and taught intensive classes over summer break.
- Lessons Covered: Reading, Grammar, Writing, Debate, Science, Listening, Presentation skills, TOEFL (reading, listening, speaking)

GENEVA MUSIC FESTIVAL - Social Media Public Relations Associate

Geneva, NY | October 2020 - July 2024

- Provided public relations directions and marketing tactics to Artistic and Executive Director in planning for the new seasons.
- Prepared and maintained written and graphic content for e-newsletters, GMF website, and social media content.
- Developed and built a robust Social Media presence on Facebook, Instagram, and other online platforms. Increased GMF Instagram followers annually and consistently achieved high engagement records, driving significant growth in audience interaction and brand visibility.
- Submitted GMF concert information to various online calendars.

BOM Arts Project - Social Media Public Relations Associate Intern

Seoul, South Korea | February 2021 - July 2021

- Provided public relations direction, and marketing tactics for the company and artists.
- Managed communication with international artists and local employees at BOM Arts Project, bridging language and cultural differences.
- Developed and maintained communication through various Social Media Networks (Facebook, Instagram, YouTube, Naver, Website, etc.)
- Wrote, designed, and distributed e-newsletters.
- Interpreted and translated project documents and meetings.

Professional Skills

- 120-hour Teaching as a Foreign Language (TEFL) Certificate
- Languages: English, Korean (Interpretation and translation)
- Arts Administration
- Social Media Marketing, Public Relations
- Operations and Project Management
- Donor Relations
- Google Workspace (Docs, Sheets, Calendar)
- Microsoft Office (Excel, Word)
- Slack and Asana for managing team communication and scheduling tasks.
- Personal: Leadership, Teamwork, Communication, Interpersonal Skills, Presentation Skills