

Sheena L. Lee

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OBJECTIVE: Highly motivated and disciplined college senior seeking employment upon graduation

EDUCATION

Lipscomb University, Nashville, TN

Bachelor of Business Administration, Expected Graduation: May 2009

Corporate Management major, Law Justice and Society minor, 3.5 overall GPA of 4.0

University of Iowa, Iowa City, IA

Pre-law Institute Fellow, June 2007

- Gained faculty recommendation and was selected as one of 23 participants from 100 applicants
- Interacted with peers from different parts of the country and world

EXPERIENTIAL LEARNING

Global Business: China Experience course, Hong Kong & Beijing May 2008

- Researched Chinese culture including business and dining etiquette in order to effectively interact and communicate with others from different backgrounds
- Met with Prudential Asia's top management team and discussed interpersonal effectiveness
- Presented a 25 page analysis on corporate governance structure, categorizing the board of the Prudential Asia Corporation among the "Best Boards" for ethical compliance, diversity, board independence, and management accountability

Introduction to American Law, Washington, D. February 2008

- Analyzed the American legal system in order to glean good decision-making practices for a large population
- Observed and evaluated processes of the justice system and met with politicians, lobbyist, and organizations

PROFESSIONAL EXPERIENCE

Whitesell Law Offices, Nashville, TN June 2008-Present

Clement Dunn Attorney at Law, Longview, TX Summer 2006

Management/ Law Intern

- Independently maintain high standards of formatting, timeliness, and confidentiality
- Creatively organize and manage legal documents before hearings conducted by Administrative Law Judges
- Utilize appropriate interpersonal style and professionalism to build trust with coworkers and clients

ACHIEVEMENT:

- Developed and implemented electronic inventory system to manage client information, moving from paper based to paperless process using Prevail, a collaborative software

Sodexo, Nashville, TN January 2006-Present

Captain

- Manage staff of 5-10 peers while providing excellent customer service with effective communication skills
- Assist and collaborate with leaders from multiple departments to ensure event demands are met

HONORS AND ACTIVITIES

Public Speaking

- Served on a panel in front of 100-200 CEOs regarding Corporate Governance and Integrity 2008
- Spoke at a CLE (Continued Legal Education) for 100-200 attorneys 2007

Volunteerism

- Juvenile Detention Center Ministry 2008-present
- Youth Encouragement Services 2007-2008
- Schrader Lane Tutoring Program 2008-present
- Homeless Awareness volunteer 2007

Collegiate

- Academic, Diversity, and Burton/Keeble Scholarships
- Lipscomb Memorial Grant
- Multicultural Association Member
- Dean's List Recipient 2005, 2006, 2007, and 2008

TECHNOLOGY SKILLS

- Microsoft Word, PowerPoint, Outlook, Excel, Access, and Publisher, Lexus Nexus
- Internet research skills