



## Emily Lee

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### *Summary*

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Accomplished office professional with over fifteen years of experience with the Issaquah School District and a boutique HR consulting firm. Strong background in customer service, administration, and relationship management. Excellent interpersonal and communication skills with a successful track record of fostering innovation to keep pace with rapid changes in school and business environments. Ability to manage many unrelated tasks simultaneously with a high degree of accuracy.

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### *Professional Experience*

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#### **Issaquah School District, Sammamish, WA 2013 – 2021**

- **Assistant to Principals** (2019 – 2021)
- **Attendance and Athletics Office Professional** (2018 – 2019)
- **Paraprofessional** (2013 – 2018)

#### **Waldron, Seattle, WA 2001 – 2008**

*One of the West Coast's largest independent human resources consulting firms providing career transition, coaching, executive search, and interim staffing services to private sector, public sector, and non-profit clientele.*

#### **HR Consultant** (2006 – 2008)

- Conducted candidate reference calls and submitted in-depth reports for client review.
- Carried out extensive Internet research campaigns to develop candidate target lists for recruitments and identify prospective job openings for career transition clients.

#### **Associate** (2001 – 2005)

- Directed the Interim Services division by marketing services to potential clients, sourcing candidates for contract positions and managing payroll and invoicing.
- Responsible for project management and led support of all phases of executive recruitments for local government and non-profit clients, including: client interviews, salary surveys, writing job descriptions and advertisements, organizing all incoming resumes, communicating with clients, facilitating final interview panel discussions, and coordinating all candidate and consultant travel.
- Conducted critical background investigations and reference calls while maintaining strict confidentiality, providing the highest level of customer service and satisfaction, and consistently meeting deadlines required by clients.
- Developed resumes, profiles, and cover letters as well as conducted job searches for career transition clients, helping them to successfully land new positions.
- Created and implemented internal policies and procedures for employee training manual.

- Managed entire hiring process for internal Associate-level positions, including sourcing candidates, data entry, interviewing, conducting references, and onboarding new hires.

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### ***Volunteer Experience***

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#### **Issaquah School District, 2011 – 2019**

- *Festival of Cultures Chairperson (2016-2019)*
- *Library Volunteer Coordinator (2013 – 2018)*
- *Parent Classroom Coordinator (2011-2013)*

#### **Girl Scouts of Western Washington, 2013 – 2020**

- *Troop Leader (2013-2020)*
- *School Coordinator (2016-2019)*
- *Sammamish Day Camp Kitchen Lead (2015-2019)*

#### **Washington Association of Educational Office Professionals, 2021**

- *Judge, WAEOP Scholarship Committee*

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### ***Education***

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**Bachelor of Arts**, Business Administration & Management, Concentration in Human Resources  
*University of Washington, Seattle, WA*  
Graduated Cum Laude