

JUSTIN LEE

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PROFESSIONAL SUMMARY

Project coordinator with experience managing timelines, budgets, and cross-functional communication across technical programs and events. Comfortable running multiple projects at once and keeping deliverables organized and on schedule, with an ongoing personal practice in photography, video, and graphic design.

EXPERIENCE

IT Operations Analyst (Contract)

07/2022 – 12/2023

Adobe | San Jose, CA

- Coordinated logistics for high-visibility events, including the Quarterly Star Awards (100+ nominations, live ceremonies) and quarterly All-Hands meetings for the Enterprise Data and Analytics (EDA) team.
- Directed a branded merchandise initiative for EDA Innovation Week, managing a \$20K budget and global distribution across the U.S. and India to 100+ recipients.
- Organized weekly and monthly EDA leadership meetings (10–25 attendees), running a guest speaker pipeline and confirming topics in advance.
- Conducted ServiceNow (SNOW) audits to keep EDA resources accurately assigned and fully allocated across projects.

Technology Project Coordinator

08/2021 – 07/2022

NextFlex | San Jose, CA

- Supported the Program Manager across 5 active programs and 50+ projects, coordinating with developers to manage deliverables through project call matrices in Smartsheet.
- Managed 500+ confidential member files in SharePoint and tracked a \$30M budget across primary and subcontractor awards for financial accuracy.
- Facilitated closure of 20+ projects by collecting legal documents and completed contracts from developers.

Barista / Shift Lead — In-Sit Coffee & Anomaly Coffee @ Rivian

05/2025 – 04/2026

Costa Mesa & Irvine, CA

- Managed daily bar operations and led onboarding and training for new hires while delivering consistent, high-volume service across two specialty coffee shops.

VOLUNTEER

Event Project Coordinator / Photographer

02/2025 – 2026

CreativeMornings OC | Orange County, CA

- Identified process gaps and built organized Basecamp workflows and a centralized knowledge base to track venues, sponsors, speakers, and tasks.
- Coordinated A/V setup for live events and liaised with venues on technical requirements, and captured and edited event photo/video for post-event sharing.

SKILLS

Coordination: Project & timeline tracking, budget tracking, cross-functional scheduling, stakeholder communication

Systems & Tools: SharePoint, Smartsheet, ServiceNow, Basecamp, Microsoft Office Suite

Interests: Graphic design, photography, videography, music production, automotive restoration & fabrication

EDUCATION

B.S., Business Administration (MIS Concentration) | San Jose State University | May 2021