TREKIA LEE

BUSINESS OPERATIONS • PROJECT COORDINATION • PEOPLE ANALYTICS

Houston, Texas | trekiaunalee@gmail.com

PROFESSIONAL PROFILE

Business Management student with experience in office management, project documentation, business development, and resident-facing service. Currently developing employee-feedback research and data organization skills through an Extern-hosted Amazon partner project. Interested in operations coordination, project support, and leadership development.

EXTERNSHIP & APPLIED LEARNING

Operational Strategy & People Analytics Extern | Extern · Amazon partner project

November 2026 – Present

- Collected 10 first-person employee-experience videos and organized titles, source links, dates, and research topics into a structured Google Sheets dataset.
- Identified workplace topics including training, shift routines, workload, and employee experience; flagged missing transcript and engagement data for verification.

Walmart Area Manager Job Simulation | Forage · Certificate earned

PROFESSIONAL EXPERIENCE

Concierge (selected after Housekeeping role) | The Aspenwood Company · Village of Tanglewood

Houston, TX | August 2026 – Present | Concierge selection: November 2026

- Joined the community in housekeeping and earned an opportunity to transition into front-desk concierge service.
- Contribute to a welcoming, organized resident experience through professionalism, service, and attention to operational needs.

Business Development Intern | Turville Growth Partners

August 2026 – November 2026

- Adapted provided outreach scripts into clear, tailored prospect communications and supported business-development outreach activities.

Office Manager | Number 1 Tax Prep

May 2022 – June 2023

- Supported office administration, customer service, payment handling, and organized records during tax-preparation operations.

Project Coordinator | Wayne Electrical

May 2022 – November 2022

- Maintained project documentation, purchase-order information, and material tracking to support electrical project workflows.

Earlier experience: Housekeeper, MD Anderson Cancer Center | June 2018 – May 2022

EDUCATION

Western Governors University | B.S. Business Management (in progress; expected April 2027)

San Jacinto College | Associate of Arts, Business (May 2022)

CORE SKILLS

- Operations & office support
- Customer and resident service
- Project documentation
- Communication & professionalism
- Research & data organization
- Google Sheets & Microsoft Office
- Business-development outreach
- Workflow and records management