

JOSHUA LEE

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EDUCATION

New York University

New York, NY

B.S. in Business and Technology Management

Expected Graduation May 2028

- **GPA:** 3.40/4.00
- **Major GPA:** 3.80/4.00
- **Relevant Coursework:**

PROFESSIONAL EXPERIENCE

Extern, HP Tech Ventures

Remote

Venture Capital Extern

Jan 2026 – Mar 2026

- Conducted due diligence on early-stage investments, analyzing fundraising, team comp, financials, product positioning and risk
- Led investment analysis on **NovoLINC**, evaluating fit with HP's thesis and delivering an investment memo for stakeholders
- Leveraged **AI-driven research tools** to inform investment decisions, evaluating market size, industry trends, and growth potential

Ernie Reyes' West Coast World Martial Arts

Campbell, CA

Operations and Executive Assistant

Aug 2023 – Aug 2025

- Supported post-COVID operational recovery, scaled active student base to highest level in four years across **4** sister schools
- Led the planning and execution of **15+** regional and national tournaments with **300+** competitors and **4** biannual black belt tests
- Implemented front-desk SOPs and a weekly KPI dashboard, reduced missing payments, and improved student retention
- Launched and revamped school websites and social media pages to increase enrollment and streamline parent communications

PROJECTS

Microsoft Dynamics365 Educational Suite, Modern Data Analysis in Business Information Systems

New York, NY

NYU Tandon School of Engineering

Sep 2025 – Dec 2025

- Evaluated adoption of data analytics tools across companies, contributing to a published NYU study on modern data practices
- Analyzed enterprise data workflows and system integration challenges, identifying inefficiencies and opportunities for optimization
- Developed a scalable CRM/ERP product prototype for Microsoft to improve accessibility and education of business systems

Spotify Community Feature Concept & Business Analysis

New York, NY

Product Management Club, Product Team

Sep 2024 – Jan 2025

- Designed a 'Community Tab' feature to improve retention; conducted user interviews and identified engagement gaps
- Wrote PRD, ran user interviews/surveys, prioritized roadmap (RICE), and built early MVPs and concepts/wireframes on Figma
- Proposed to a panel of PMs/directors, gathering feedback on feasibility, design, and market fit; translated takeaways into revisions

LEADERSHIP & VOLUNTEER EXPERIENCE

Pi Delta Psi Fraternity, Inc.

New York, NY

Head of Recruitment and Public Relations Chair

Jan 2025 - Current

- Secured a multi-semester sponsor with Lucky Energy through outreach and negotiation, increasing event visibility and attendance
- Directed and delegated 3 weeks of recruitment events with over 75+ attendees to promote values and introduced 8 new members

Second Harvest of Silicon Valley

San Jose, CA

Student Volunteer Captain

Jun 2021 – Aug 2025

- Organized **7** local food drives; rostering **160+** volunteers and collecting **~3,000 items** (~3,600–4,400 lb) for the food bank
- Supervised volunteer teams of 10-20 members to efficiently sort, pack, and distribute donations; optimized lane setup and flow

EXTRACURRICULARS & SKILLS

Product Management Club - Product Team 2024/General Member

Pi Delta Psi Fraternity Inc. - Secretary/Public Relations Chair/Recruitment Chair/Cultural Chair

Fashion Business Association - Model/General Member

Electronic Dance Music Club - Founder/President

Skills: Python, SQL, Microsoft Office Suite, Google Analytics, Tableau, Salesforce, Adobe After Effects, Figma, Meta and TikTok Ads

Interests: Taekwondo (4th Degree Black Belt), Music, Content Creation, Fashion, Basketball, Gaming, Baseball, Bowling, Travel