

Erica Lee

Award winning writer with experience in aviation industry aiming to take career to new heights

20620 Kenwood Avenue
Torrance, CA 90502
(424) 392-1463
erjalee@gmail.com

EXPERIENCE

Warrior Life Magazine, Torrance, CA — Staff Writer

August 2023- PRESENT

Create content for an award-winning college publication. Researched and interviewed multiple sources to create in-depth feature articles. Assisted editor-in-chief in editing content for print and online publication. Marketed stories to increase reader circulation. Consistently met time-sensitive deadlines.

The Union, Torrance, CA — Reporter

February 2023- Present

Researched, interviewed and created content for an award-winning college publication. Wrote articles spanning from arts and culture to campus affairs. Assisted in editing content for print and online publication. Consistently met time-sensitive deadlines.

Hallmark Aviation Services, Los Angeles, CA — Customer Experience Agent

December 2021- Present

Coordinated inbound flights for Lufthansa, EVA Air and Virgin Atlantic Airways on behalf of Hallmark Aviation. Successfully supervised and trained new agents in arrivals procedures to create a self-sufficient Inbound Team. Strong knowledge of airport operations. Successfully completed Dangerous Goods training course mandated by Hallmark Aviation, May 2022. Currently holds a valid LAWA SIDA badge.

EDUCATION

University of California, Santa Cruz, Santa Cruz, CA — Bachelor of Arts in Modern Literature, Minor in Education

September 2009 - June 2013

Graduated with a 3.30 GPA.

SKILLS

Content Writing
Research
Interviews
Editing
Social Media Strategy
Adobe InDesign

AWARDS

Best Personality Profile, Campus Personalities at the Los Angeles Press Club SoCal Journalism Awards, 3rd place, June 2024

Best Feature Story, Fall 2023 at The Union

Best Feature Story, Spring 2023 at The Union, June 2024

J1 Honorable Mention, Spring 2023 at The Union

LANGUAGES

English (fluent), French (proficient)

