

DAVID KWANG LEE

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PROFESSIONAL EXPERIENCE

Director of Admission, 7-12 and Director of Financial Aid, K-12
Oakwood School, North Hollywood, CA

2008 – present

- Manage enrollment of 465 secondary school students by overseeing re-enrollment, attrition and admission of 60 new students. Interview 80 families and applicants and evaluate 275 applications.
- Revise and manage Prospective Parent Open Houses and create new Student Open House Program.
- Organize fall recruitment by visiting elementary schools, attending school fairs and working with A Better Chance, Alliance and HYPE organizations to increase enrollment of students of color.
- Develop relationship with feeder school heads and maintain communication throughout admission process.
- Revise application review and admission selection process; manage committee meetings comprised of secondary school principals, deans and admission staff.
- Revise and create retention events for current sixth grade students and parents.
- Manage Admission Coordinator and daily operations and four part-time interviewing staff of Assistant Director of Admission and Admission Officers.
- Strengthen Student Admission Committee program by improving selection and training of tour guides and chairs.
- Create Student Sport Council in conjunction with athletic department to enhance department perception.
- Facilitate new student transition by assigning buddies families and organizing May New Student Orientation.
- Revise and create print materials, open house handouts and online admission and financial aid resources.
- Analyze admission, attrition and enrollment data with Headmaster and present admission statistics and survey results at Spring Board meeting.
- Manage school-wide \$2.4 million dollar financial aid budget and evaluation of 125-150 financial aid applications from current families and new admission applicants.
- Serve on Board Financial Aid Task Force to revise financial aid policies.
- Coordinate transition from School Scholarship Service (SSS) to Financial Aid for School Tuition (FAST) online application programs.

Director of Enrollment Management/Associate Director of Admission
Harvard-Westlake School, Los Angeles, CA

2005 – 2008

- Managed enrollment of 1600 students in grades 7 through 12 by tracking re-enrollment, attrition and admission of 300+ new students.
- Worked in conjunction with Director of Admission to improve, plan, and execute Outreach strategy.
- Trained and supervised 2-3 operations staff responsible for processing 1000 applications and 2000 phone and electronic inquiries.
- Conducted and wrote annual evaluations and reviews of staff.
- Coordinated open houses, organizing admission staff and faculty interviewers and developing parent and student presentations.
- Managed and trained faculty volunteers for interviewing and file reading.
- Coordinated Admission Committee process by producing rosters, statistics and enrollment projections and created coding system to incorporate institutional goals.
- Read applications and served on Admission Committee.
- Compiled bi-annual admission reports for the Board of Trustees and analyzed admission data and surveys.
- Updated and developed admission website and coordinated web database interface.
- Served as admission liaison to Advancement Office. Coached 8th grade football.

Associate Director of Admission
George School, Newtown, PA

2000 – 2003

- Coordinated strategic recruitment and enrollment of 540 boarding and day students at Quaker School.
- Organized office-wide travel schedule for school visits and fairs.
- Placed local and national advertisements in newspapers and periodicals.
- Edited admission publication listings and revised application materials.
- Managed admission data essential to support committee review process and opening enrollment management.
- Collected and analyzed enroll/decline surveys and attrition data.
- Served on campus wide Marketing Committee.
- Interviewed over 150 prospective students annually with special attention to Asian international applicants.
- Coordinated overnight visit program.
- Served as 9th grade dorm parent. Coached varsity softball and junior varsity football.

Assistant Director of Undergraduate Admissions
Georgetown University, Washington, DC

1997 – 1999

- Coordinated strategic recruitment of international and domestic undergraduate students.
- Organized and executed recruitment trips to Europe and various domestic regions.
- Visited high schools, represented Georgetown in joint presentations with colleague universities, and conducted meetings with alumni interviewing committees.
- Chaired and served on Admissions Committees.
- Reviewed and evaluated over 1,200 1st year and 300 transfer applications annually specializing in international credentials.
- Assisted in production of counselor and alumni interviewer publications.

Dean of Upper School Admission
Cranbrook Schools, Bloomfield Hills, MI

1995 - 1997

- Coordinated recruitment of international and domestic high school boarding students.
- Organized and executed annual recruitment trips to Asia and California.
- Interviewed and assessed prospective students and applications.
- Edited and revised application materials and admission publications.
- Organized and coordinated international student orientation program.
- Served as an Assistant House Advisor. Coached freshmen basketball.

EDUCATION

Harvard Graduate School of Education, *Ed.M. Human Development and Psychology* 1995
Brown University, *A.B. Educational Studies, A.B. Psychology* 1993

PROFESSIONAL MEMBERSHIPS

St. James' Episcopal School, *Board of Trustees* 2011 – present
Los Angeles Consortium of Independent Schools, *Steering Committee Vice Chair* 2010 - present

SKILLS

Strong proficiency in relational databases & spreadsheets. MS Word, Excel, & PowerPoint.
Coaching: basketball, football and softball.