

Thien Huynh

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Education

Bachelor of Arts, Economics - California State University East Bay (*Class of March 2018*)

Qualification Profile

- NATO Scholarship
 - Asian Student Union Leadership
 - Excellent written and verbal skills
 - Flexible in high pressure settings
 - Staff Development and Training
 - Customer Service Management
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Professional Experience

Typo USA, San Francisco, CA

10/2016 — 04/2018

Key Holder, Management

- Manage Customer Relations
- Mentor and provide leadership to new and rising associates
- Provide training for sales associates, visual merchandiser and cashiers
- Managed opening/closing, along with auditing of store
- Contribute to store efficiency
- Exceed sales profitability by an average of 20-35% quarterly

Cotton On, San Francisco, CA

10/2014 — 10/2016

Key Holder, Management

- Supervise store functions and operations
- Analyze and resolve customer disputes
- Manage associates and assigned tasks and hours

Sales Associate

- Provide Customers with assistance
- Raise Customer awareness of promotions and savings
- Design store to appeal to customers

JS Tax, San Jose, CA

01/2016 — 05/2016

Data Analyst Intern

- Utilized Microsoft Excel (V-Lookups, Pivot Tables) to manage tax data for various clients
 - Managed federal and state income compliance for variety of clients
 - Created financial statements and tax compliance documents
 - Arranged tax returns for monthly, quarterly and annual filing
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Leadership and Community Service

Tijuanna Mission Project

2010-2013

- Led team of students with the goal of “empowerment through education”
 - Managed fundraising events for non-profit for educating children in Tijuanna, Mexico
 - Created and implemented flexible lesson plans despite language barrier
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Research: Lexus Nexus and FASB research tools. Generally Accepted Accounting Principals Proficiency

Technology: Microsoft Office Suite, Audit and Command Language Software, Quickbooks

Hobbies: Breakdance Club President, Professional DJ, Car Enthusiast, Personal Development Advocate