

# 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

## Professional Experience

### Type 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

## 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

**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