

# Anh Tai Kenny Ky

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## Education

### C.T. Bauer College of Business, University of Houston, Houston, Texas

Bachelor of Business Administration in Management Information Systems, December 2017

Major GPA: 3.78 | Cumulative GPA: 3.8

## Work Experience

### Kim Son Restaurant - Houston, Texas

March 2016 - Present

#### Delivery Driver

- Handle and deposit \$1000 or more daily
- Foster positive working relationships with customers by fulfilling and exceeding expectations
- Trained and supervised two new employees on fulfilling services and customer satisfaction
- Main contact for communications between the manager and all drivers

#### Catering

- Facilitated the implementation and training of a new catering system that is increasing catering services by 50%
- Maintain and manage large orders to ensure customer satisfaction is met daily

### NAM – “Noodles and More” - Houston, Texas

December 2014- May 2016

#### Delivery Driver

- Ensured customer deliveries arrived on time by planning optimal routes with other employees
- Provided training to ~5 employees in preparation for the grand opening at the company’s new location

#### Cashier

- Managed \$400 or more in cash and ensured the availability of product inventory
- Translated and communicated between customers and workers by using bilingual skills
- Maintained a positive work culture by providing exceptional customer service and teamwork

### Kiva Kitchen and Bath – Houston, Texas

November 2013-December 2014

#### Accounts Payable Assistant

- Analyzed over 200 invoices daily to purchase orders within the region
- Developed and managed strong relations with the company’s vendors
- Processed and reconciled over 300 outgoing checks to vendors weekly
- Managed the creation of a system that transported payable records into the current database
- Trained two new employees to use Eclipse to store and process invoice data

#### Accounts Receivable Assistant

- Reviewed, processed, and organized over 100 customer credits/payments daily
- Transferred all physical copies of customer credits into a new digital database
- Retrieved over 200 records to ease the auditing process

## Honors and Awards

### Dean’s List:

- Fall 2015, Spring 2016, University of Houston
- Fall 2014, Houston Community College

## Skills

Adobe Illustrator, Adobe Photoshop, Eclipse, and Intermediate Java

Bilingual

- Fluent English
- Conversational Vietnamese

## Activities/Projects

Wipro Corporate Sponsored project (GENB 3302), Fall 2016-Present

- Working on a team with seven other students to dissect and solve business challenges given by Wipro sponsors.

Management Information Systems Student Organization, Operations and Education Committee Member, Fall 2016-Present

- Tapped into personal network to reduce the cost of catering for two professional meetings by ~37%
- Actively participating in the preparations of professional meetings

Lambda Phi Epsilon International Fraternity, Active Member, Fall 2012-Fall 2016