

ANNIE HUYNH

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OBJECTIVE: A motivated recent graduate with 3 years of experience in Human Resource, Recruiting, Communication strategy, DEI, and project management. Driven to serve as an energetic team member. Seeking a role with an organization that offers challenging opportunities to learn and apply my passion for helping people. Looking to foster a cohesive and productive work environment with my skills in organization and problem-solving.

EDUCATION

The University of Texas at Austin

B.S. in Communication and Leadership; B.A. in Sociology

May 2022

Minor in Asian American Studies

Cumulative GPA: 3.98

北京外国语大学 | Beijing Foreign Studies University Study Abroad

May 2019

Social Entrepreneurship

PROFESSIONAL EXPERIENCE

Human Resource and Recruiting Intern — *Socially Immersed LLC. ; Austin, TX* **January 2021 - June 2022**

- Engineered communication language for the company's networking platform to recruit new hires and increase company's visibility
- Developed surveys to collect data on employee's wants and needs to generate programs attractive to the employee
- Supported HR department with program planning for employee events and administration

Project Management Intern — *Annette Strauss Institute for Civic Life; Austin, TX* **January 2020 – May 2020**

- Organized the administration and production of a Civics Education Fair – a K-12 grade competition on civic projects hosted at the Texas Capital – for 150 schools in collaboration with 30 peers from start to finish
- Devised political and civic engagement education amongst 100 high school students with 5 peers
- Administered education materials with 3 RU Ready workshops via live Zoom sessions and podcasts

ACADEMIC PROJECTS, LEADERSHIP & PROFESSIONAL DEVELOPMENT

Communication Consulting Case Study — *University of Texas; Austin, Texas* **August 2020 – December 2020**

- Conducted a case study on the role of trust in organizational leadership, applying theories and concepts of trust to analyze an organization and provide feedback to create a more efficient working environment
- Collaborated with 2 peers to provide consulting for organizations that were seeking new methodologies to improve internal leadership and build foundational trust
- Analyzed data and presented findings and suggestions to company executives on areas that needed improvement

Director of Culture Leadership Development — *University of Texas; Austin, Texas* **July 2020 — May 2022**

- Supported students on campus by working alongside the Vice President of University of Texas' Division of Diversity and Community Engagement to address student concerns and needs.
- Recruited and mentored interns for the Asian Desi Pacific Islander American Collective Intern Program by leading a group of interns to plan and host an ADPAC-sponsored event
- Developed curriculum for an Asian American Leadership Institute Program — a 6-week leadership series centered around educating and engaging 16 Asian American students about Asian American issues and advocacy

Global DEI Fellow — *International Education Ambassador; Austin, Texas*

Fall 2019 — May 2022

- Fundraised with 20 peers using presentations to UT donors to encourage investment in the study abroad program for underrepresented students; helping 455 undergraduate students enroll in a study abroad program — 26% Hispanic/Latin(x), 55% Black/African-American, and 41% First-Generation
- Organized study abroad initiatives and programs to recruit students of color to study abroad
- Facilitated 100 passport initiatives which successfully gave 100 passports to low-income middle schoolers