ELAINE HUYNH

http://elainehuynh.com

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PROFESSIONAL OBJECTIVE

Seeking a job in the technological field to efficiently contribute my skills, passion, and abilities for the growth of the company.

EXPERIENCES

University of La Verne   La Verne, CA
Web Specialist   Oct. 2018 – Present
- Support University of La Verne's web development and digital communications efforts.
- Ensuring quality of the University of La Verne's online presence through targeted updates.
- Provide training to staff, faculty, and students for different technologies.
- Provide support for digital campaigns of all types.

Independent Contractor   Los Angeles, CA
Web Developer & System Administration   Feb. 2017 – Oct. 2018
- Created and debugged websites for clients using HTML5, CSS3, PHP, and jQuery
- Install, upgrade, monitor software and hardware for clients
- Ensure security and efficiency of clients' IT infrastructures
- Manage and review client technical issues

Seafood Avenue   El Monte, CA
Office Manager & Web Developer   Jan. 2016 – Jan. 2018
- Created and published a website from scratch using HTML5, CSS3, PHP, and jQuery
- Greet visitors and callers
- Review, track, and prepare budgets
- Coordinate office operations; purchase and manage supplies and equipment

Kumon Math and Reading Center   Glendora, CA
Instructor   Jan. 2015 – Jan. 2016
- Instructed students from preschool to college in higher math and reading
- Help students become self-sufficient learners in school and beyond
- Organized and filed weekly work for over 300 subjects

University of La Verne's Learning Enhancement Center   La Verne, CA
Peer Tutor   Nov. 2014 – June 2015
- Provided academic support for Computer Science and Mathematics subjects
- Assist students to construct their own understanding of various subjects
- Help students become self-sufficient learners in their respected field

EDUCATION

University of La Verne   August 2011 – May 2015
Computer Science & Computer Engineering
Concentration: Software Engineering & Internet Programming
Overall GPA: 3.7, Cum Laude
Computer Science & Computer Engineering GPA: 3.9, Departmental Honors

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