

Eric Huynh

2516 Piedmont Ave
Unit # 4
Berkeley, CA 94704
(714) 310-8273
ericehhuynh@berkeley.edu

SKILLS/CHARACTERISTICS

Adaptable	Resourceful	Efficient
Detail-Orientated	Versatile	Devoted
Cooperative	Organized	English
Innovative	Charismatic	Vietnamese

QUALIFICATIONS

- Ability to offer quality service to improve program performance standards
- Great analytical skills
- Perform well under pressure and able to prioritize workload to meet deadlines
- Excellent interpersonal, communication, organizational and team building skills
- Similar prior work experience

EXPERIENCE

- 09/14 – present **ASUC Student Legal Clinic Intern, Berkeley, CA**
Provide legal assistance and information to clients who come into the clinic by researching their issue, compiling a report, and presenting it to them. File tax returns for clients in the Spring.
- 01/13 – 08/14 **A-1 One Stop Services Manager Assistant, Hawthorne, CA**
Performed data entry, bookkeeping, issuing payroll, filling payroll tax, sales tax, and individual tax returns, and also answered the phone, ordered office supplies, and maintained the computer system and printer.
- 09/12 – 06/14 **Private Math Tutor, Orange County Area, CA**
Specialized in Pre-Calculus and Single Variable Calculus.
- 08/13 – 06/14 **CSF Tutoring Coordinator, Orange County High School of the Arts**
Devised and managed a new tutoring system.
- 08/13 – 06/14 **Leadership Treasurer, Orange County High School of the Arts**
Kept track of ledger, deposited checks, balanced spending, event analysis (profitability), and general bookkeeping.
- 08/13 – 06/14 **Spanish Honor Society President, Orange County High School of the Arts**
Oversaw expansion of honor society, supervised the board, delegated jobs, and etc.
- 08/13 – 06/14 **Key Club Treasurer, Orange County High School of the Arts**
Planned fundraising events, deposited checks, kept track of ledger, and general bookkeeping.
- 08/12 – 06/13 **Spanish Honor Society Tutoring Coordinator, Orange County High School of the Arts**
Managed tutoring system and made adjustments to improve overall system.
- 08/12 – 06/13 **Key Club Divisional Bulletin Editor, Orange County High School of the Arts**
Accumulated media (pictures, videos, and articles) and created a monthly email bulletin that would be sent to all the schools in the division.