

Eric Huynh

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EDUCATION

Expected May 2017 Bachelor of Arts in *COMPUTER SCIENCE*
(Rising Sophomore) The University of California, Berkeley
GPA: 3.86 (Based on 10 classes)
Fall 2015 Coursework Machine Structures, Discrete Math and Probability, Intro to Financial Accounting, Ethics in Science and Engineering

TECHNICAL SKILLS

Advance JAVA, PYTHON, Word, PowerPoint, Excel, Photoshop
Intermediate HTML, CSS, SCHEME,
Basic JQUERY

PROJECTS

- 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

- 09/12 – present **Private Math Tutor, Orange County Area, CA**
Specialized in Pre-Calculus and Single Variable Calculus.
- 06/15 – present **Residential & Housing Services Academic Center Assistant, Berkeley, CA**
Provide students living in the dorms with technical (printing and computing) and academic support.
- 09/14 – 05/15 **ASUC Student Legal Clinic Intern, Berkeley, CA**
Provided legal assistance and information to clients who came into the clinic by researching their issue, compiling a report, and presenting it to them. Filed tax returns for clients in the spring.
- 01/13 – 08/14 **A-1 One Stop Services Manager Assistant, Hawthorne, CA**
Performed data entry, bookkeeping, payroll issuing, payroll tax filing, sales tax and individual tax returns, and maintained the computer and printer system.
- 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.