

# Karyn Huynh



## Work Experience

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### San Francisco State University

*Information Support Coordinator | 2017 - Present*

- Manage and support the cloud-based Housing platform that is used by over 10,000+ students
- Code and test 90% of Housing's paper processes and host everything on the Housing platform to ensure parents and students has immediate access
- Work closely with the Outreach and Marketing teams to develop and improve alerts, forms, and processes in the Housing platform and website
- Oversee the management of student housing assignments and space management in the Housing database
- Provide students and parents with technical support to navigate within the Housing platform

### Business Alliance Insurance Company

*Underwriter Assistant | 2016 - 2017*

- Assessed prospective and existing applicants' property information and liability coverages in order to appropriate the best contract for the applicants' and their businesses' needs
- Created and sent out weekly production reports for all new and existing policies to the CEO, CFO, and the Heads of the Marketing, Accounting and Underwriting Departments
- Maintained detailed and accurate records of all conversations, decisions, and policies underwritten in the SM@RT and INSTAR tracking databases

### ApartmentList

*Operations Associate - Contractor | 2014 - 2015*

- Coordinated with the Sales and Operations Department heads in compiling each apartment communities' pages hosted on the company's website and mobile application
- Performed daily QA checks to ensure information was accurate and up-to-date
- Prepared data configurations for all communication modules using Twilio



## Contact

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(415) 609-2822



## Social

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[GitHub](#)

[Portfolio](#)

[LinkedIn](#)



## Skills

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React

Node.js

HTML5

CSS3

JavaScript (ES6)

API

AJAX

User Interface

User Experience

Wireframing

SEO



## Tools

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Git and GitHub

Visual Studio Code

CodeSandbox

Netlify

Bootstrap

Sass

InVision

Figma



## Education

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### University of California, Santa Cruz

B.A. in Psychology

Graduated in 2014

### SheCodes

Graduated in 2021