

Karyn Huynh



Work Experience

San Francisco State University

Information Support Coordinator | 2017 - Present

- Converted 90% of the paper processes into online formats and hosted them in the University housing portal
- Manage the development and integration of current and new student residences into the housing database and University housing portal
- Worked closely with the Outreach and Marketing Departments to create correspondences, reports, notifications and publication materials
- Oversee the management of student housing assignment processes including on and off-campus assignments, space management, and more
- Maintain student housing files and records throughout student housing database systems

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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Social

[GitHub](#)

[Portfolio](#)

[LinkedIn](#)



Skills

React

Node.js

JavaScript (ES6)

HTML5

CSS3

API

AJAX

User Interface

User Experience

Wireframing

SEO



Tools

Git and GitHub

Visual Studio Code

CodeSandbox

Netlify

Bootstrap

Sass

InVision

Figma



Education

University of California, Santa Cruz

B.A. in Psychology

Graduated in 2014

SheCodes

Graduated in 2021