

Karyn Huynh

Work Experience

San Francisco State University

Information Support Coordinator | 2017 - Present

- Manage and support the cloud-based Housing platform integration 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 had easy and instant 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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Social

[GitHub](#)

[Portfolio](#)

[LinkedIn](#)

Skills

React

Node.js

HTML5

CSS3

JavaScript (ES6)

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