

Karyn Huynh

Work Experience

San Francisco State University

Information Support Coordinator | 2017 - Present

- Oversees the management of student housing assignment processes including on and off-campus assignments, room and roommate selection, room changes, Intent to Vacate (ITV), space management, and more
- Converted 90% of the paper processes into online formats and hosted them in the University housing portal for ease and accessibility for department and campus partners, students, and parents
- Manage the development and integration of current and new student residences into the housing database and university housing portal
- Create correspondences, reports, notifications and publication materials in collaboration with the Housing Marketing Department
- 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 updating existing and upcoming 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](#)

[LinkedIn](#)

[Portfolio](#)

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
InVision
Figma

Education

University of California, Santa Cruz

B.A. in Psychology
Graduated in 2014

SheCodes

Graduated in 2021