

# Karyn Huynh



## Work Experience

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### San Francisco State University

*Information Support Coordinator | 2017 - Present*

- Oversees the management of student housing assignment processes including on and off-campus assignments, 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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karynkhuyh@gmail.com  
(415) 609-2822



## Social

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[GitHub](#)

[Portfolio](#)

[LinkedIn](#)



## Skills

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React  
Node.js  
JavaScript (ES6)  
HTML5  
CSS3  
API  
AJAX  
User Interface  
User Experience  
Wireframing  
SEO



## Tools

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Git and GitHub  
Visual Studio Code  
CodeSandbox  
Netlify  
Bootstrap  
InVision  
Figma



## Education

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**University of California,  
Santa Cruz**

B.A. in Psychology  
Graduated in 2014

**SheCodes**

Graduated in 2021