

Isabelle S. Huynh

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Education

B.S., Business Administration | Concentration in Management Information Systems

San Jose State University, San Jose, CA, GPA: 3.856 – Expected Graduation: May 2026

Relevant Coursework: Networking and Data Communications, Introduction to Business Programming

A.S., Business Administration

De Anza College, Cupertino, CA – August 2024

Experience

Technology Alignment Manager

Level Up MSP, San Jose, CA – January 2023-Present

- Lead quarterly Technology Alignment Management (TAM) assessments to ensure optimized, secure, and compliant IT infrastructure
- Streamline TAM processes, reducing assessment time by 25% and improving efficiency and accuracy
- Communicate TAM findings to the virtual Chief Information Officer (vCIO)
- Collaborate with Reactive Services and Professional Services, achieving a 20% improvement in project integration and a 15% increase in business objectives
- Develop and deploy 22 monthly email phishing campaigns with Ironscales, increasing cybersecurity awareness by 75%
- Supervise backup operations, ensuring 100% client compliance with up-to-date and secure backups

Relevant Skills

- Data Analysis and Technical Fundamentals
 - Software Proficiency: Microsoft Excel, Word, Outlook, PowerPoint, and Google Apps
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Personal Projects

Podcast Host & Producer

- Create and organize content, including research, recording, and editing episodes on social issues
- Manage podcast distribution on platforms Spotify and Youtube

Second-Hand Clothing Business

- Operate online second-hand clothing business, including sourcing, pricing, and selling inventory
- Track sales data and analyze trends to optimize inventory and pricing strategies