Kiley Huynh

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EDUCATION

San Jose State University | Bachelor of Science in Business Administration　　　　Aug. 2022 - Expected May 2025
- Concentration in Management Information Systems (MIS)
- GPA: 4.0/4.0
- Honors: President's Scholar 2023

EXPERIENCE

Strategy & Operations Intern　　　　July 2023 - Present
Levy Restaurants | Levi's Stadium | Santa Clara, CA
- Promote strong customer relations by ensuring that high volume of customers' needs were met (~15,000) and solving technical issues in an efficient, professional manner
- Mentor cashiers on point-of-sales technology, IT troubleshooting, and operation duties to influence high customer satisfaction and build hospitality during event days
- Collaborate with team to set up concourse and troubleshoot 100+ POS technology systems, resulting in better management and organization for events

Notetaker for Accessible Education Center　　　　Aug. 2023 - Dec. 2023
San Jose State University | San Jose, CA
- Strong writing skills: Maintained and submitted notes for students with disabilities punctually to enable and assist them toward academic achievements

Science Camp Counselor　　　　Feb. 2022
Exploring New Horizons | Santa Cruz, CA
- Mentored a team of 10+ female participants ages 10-12 during their student camp experience by encouraging inclusivity and respect
- Strengthened positive interactions with students in an educational setting through outstanding leadership skills, and motivating the team through frequent communication and coaching
- Performed over 100 hours of community service while cultivating strong team relationships

Synopsys Volunteer　　　　Sept. 2017 - 2019
City Year | Synopsys | Santa Clara County, CA
- Formulated tasks in a team of volunteers to renovate various school campuses and create an enriching environment for students
- Enhanced learning spaces of students by organizing and preparing new equipment
- Facilitated the designing of murals to elevate schools' aesthetics

PROJECTS

Financial Statement Analysis Project　　　　April 2023 - May 2023
San Jose State University | San Jose, CA
- Evaluated and presented the behavior of financial data sets using Microsoft and Google applications
- Developed fact-based recommendations that would optimize business practices and boost sales

SKILLS

Advanced: Microsoft Word, Excel, PowerPoint | Google Docs, Sheets, Slides | Canva | **Proficient:** Python