

Lisa Huynh

San Jose, CA

(408)375-2568 | huynhlisa03@gmail.com

EDUCATION

San Jose State University

San Jose, CA

Bachelor of Business Management Information Systems

PROFESSIONAL SUMMARY

Organized and dependable Assistant Manager with hands-on experience managing schedules, coordinating staff, handling paperwork, and overseeing inventory and restocking. Known for supporting daily operations, training employees, and communicating clearly in fast-paced environments. Detail-oriented, self-motivated, and comfortable juggling multiple priorities while ensuring tasks are completed accurately and on time.

WORK EXPERIENCE

Sizzling Lunch

Cupertino, CA

Assistant Manager

May 2022 - Present

- Managed weekly employee schedules, shift coverage, and time adjustments to ensure smooth daily operations
- Coordinated and supervised staff, including onboarding and training new employees on procedures and expectations
- Handled administrative paperwork, reports, and internal documentation with accuracy and attention to detail
- Communicated urgent operational updates and staffing needs clearly and efficiently to management and team members
- Managed inventory levels, placed restocking orders, and tracked supplies to support continuous operations
- Supported day-to-day business operations in a fast-paced environment while balancing multiple priorities

Chicken Meets Rice

Santa Clara, CA

Shift Lead

Nov 2020 - June 2022

- Led team members during shifts by assigning roles based on individual strengths to ensure efficient operations and quality service
- Coordinated daily prep work and task organization to keep shifts running smoothly and on schedule
- Monitored inventory levels and communicated restocking needs to maintain adequate supplies

Provided guidance and on-the-floor support to team members in a fast-paced environment

- Assisted with opening and closing procedures, ensuring accuracy and organization
- Maintained clear communication with staff to address issues, prioritize tasks, and support shift goals

ADDITIONAL SKILLS

Python | Google Sheets | Microsoft Word | Microsoft Excel | Management | Scheduling | Communication | Leadership | Organization | Problem Solving | Multitasking | Social