

Tu Hien Huynh

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EDUCATION

Adelphi University Garden City, NY
B.S in Finance, Minor in Statistics and Data Analytics
Anticipated Graduation: 2022; GPA 3.97

Pepperdine University Malibu, CA
Business Summer School Certificate, 2017, GPA: 4.0

HONORS

Dean's List, Adelphi University, Spring 2019, Fall 2019, Spring 2020, Fall 2020
Academic Excellence Scholarship, Adelphi University, November 2017

EXPERIENCE

Adelphi University Garden City, NY
Business Operations Assistant - Office of Information Technology (October 2019 – Present)

- Assist IT Procurement Administrator in analyzing daily issues and provide solutions to optimize customer experience
- Contact vendors to request quotes and oversee \$10,000+ in technology products and contracts
- Coordinate tasks that meet customer requests with Inventory Team and Endpoint Technician
- Maintain budget efficiency, including purchase order database

Consultant – Spartan do Brasil and International Consulting Network (September 2020 – January 2021)

- Researched the South American and Brazilian hand care and wipe market to evaluate the consumer behavior and global competitors during coronavirus pandemic
- Recommended cost reduction, marketing strategy, and mergers and acquisitions to the President
- Implemented a go-to-market and expansion strategy to consolidate the post-pandemic sales revenue

Consultant – Jovia Financial Credit Union and International Consulting Network (March 2020 – June 2020)

- Conducted research about generation-z online and mobile banking trend and preferences
- Innovated data visualization techniques in mobile and online banking tools
- Evaluated 20 survey responses to enhance clients' information illustration through analysis models

Treasurer - International Student Society (February 2019 – May 2020)

- Created a \$15,000 budget proposal for semester expenses in collaboration with members and advisor
- Analyzed appropriate semester budget for club events to remain within the target budget

LEADERSHIP

Chapter President- International Consulting Network (ICON) (August 2020 – Present)

- Assist Operations Manager to oversee different projects to ensure the process accuracy

Vice President - International Student Society (August 2020 – Present)

- Coordinate events and assist President to achieve successful outcomes
- Manage paperwork and examine obligations set forth by the Center for Student Involvement

CO-CURRICULAR ACTIVITIES

Delta Sigma Pi: Adelphi University Garden City, NY
Member (November 2019 – Present), *Fundraising Chair* (November 2019 – April 2020)

Leadership Certificate Program: Adelphi University
Completed: Spring 2019

COMMUNITY SERVICE

Garden Care Center Garden City, NY
Panther Day of Service Volunteer (2018)

- Entertained 20 senior residents by playing board games, coloring, watching movies, and enhancing memory recall by sharing stories and experiences

SKILLS

Languages: Mandarin, Cantonese, Hakka, Vietnamese
Computer: Proficient in Microsoft Office (Excel, Word, PowerPoint), beginner in Python, Java and RStudio