

Cindy N. Huynh

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EDUCATION

C.T. Bauer College of Business, University of Houston, Houston, TX

Spring 2023

Bachelor of Business Administration in Finance

Bachelor of Business Administration in Supply Chain Management

Cumulative GPA: 3.919

WORK EXPERIENCE

AIG Retirement Services

February 2021 – Present

Financial Advisor Assistant

Houston, TX

- Restructured operational database to standardize and expedite communications between financial advisor and ~400 clientele
- Coordinated client appointments and requests via phone call or email to maintain customer relationships and retention
- Facilitated client leads to report and prioritize high-value financial opportunities using AGILEnet advisor program

Fort Bend ISD Barrington Place Elementary

August – December 2019

Extended Learning Group Leader

Sugar Land, TX

- Collaborated with the site coordinator in constructing curriculum suitable for various age groups
- Instructed and applied conflict resolution to a group of ~20 Kindergarten students during enrichment activities

Sew Pro Production

February – July 2019

Digital Marketing Manager

Houston, TX

- Analyzed sales trends by creating marketing performance reports to improve brand strategy
- Established previously non-existing social media presence on Instagram and Facebook
- Developed design of company's website to improve branding and streamline product sales

ACADEMIC PROJECTS

Will's Kids: Marketing Proposal, University of Houston

September – November 2020

Milestone Leader

- Led marketing research to develop improved branding for non-profit organization for disadvantaged youth
- Redesigned promotional brochure by analyzing client needs in conjunction with applied research

HONORS

University of Houston's Academic Excellence Scholarship: Fall 2019 – Present

Dean's Distinguished Scholars List: Fall 2019, Spring 2020

CITGO STEM Scholarship: Fall 2019

ACTIVITIES

Finance Association, *Member*, University of Houston

January 2021 – Present

Asian Business Student Association, *Member*, University of Houston

January – May 2020

Lien Hoa Buddhist Temple, *Volunteer*, Houston, TX

February 2015 – July 2018

- Tutored and created lesson plans for students in beginner and intermediate-level Vietnamese classes
- Recruited and delivered effective training to 10+ new volunteers to increase the institution's fundraising effort

RELEVANT SKILLS + COURSES

Microsoft Office Suite

Proficient in Vietnamese

FINA 3332: Principles of Financial Management

STAT 3331: Statistical Analysis for Business Applications I