

Katie Thien Huynh

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EDUCATION

Temple University – Fox School of Business (Honors Program)

Philadelphia, PA

Bachelor of Business Administration

Expected Graduation: December 2027

- **Major:** Management Information Systems (MIS) | **GPA:** 3.81/4.00
- **Honors:** FSBM Scholarship, Provost Scholarship, SOLE Scholarship, University Honors Program, Fox Honors Program

EXPERIENCE

Vietnamese Student Association (VSA)

August 2024 – Present

Intern

- Supervised expansive social gatherings of 200+ students, ensuring member fulfillment, safety, and smooth operations
- Managed attendee data for events of 30-150 participants via Google Forms, reducing administrative workload by 20%

J. Ốc & Lầu

June 2024 – October 2024

Waitress, Assistant Manager

- Oversaw large-scale events with 200+ attendees, specifically live Vietnamese performances and personalized celebrations
- Managed logistical arrangements, such as restocking supplies and one-on-one coordination with performers and hosts
- Communicated with a diverse clientele in both English and Vietnamese, increasing customer satisfaction and retention through individualized service by 50%

Shaking Crab

February 2023 - October 2023

Waitress, Assistant Manager

- Delivered exceptional customer service to 150+ customers during peak-demand hours, while balancing managerial duties
- Organized work schedules for a team of six, enhancing structure within the workplace and optimizing operations
- Coordinated directly with 10+ event hosts to plan and execute private events, including celebrations and live performance

VietLead, SumOurRoots

July 2021 – August 2021

Intern

- Distributed 300+ handcrafted meals across Philadelphia, fostering community engagement and enhancing outreach skills
- Conducted and transcribed interviews with Southeast Asian immigrants, documenting personal narratives of perseverance
- Produced and edited a final presentation video, showcasing the impact of a self-sustained communal garden that provided fresh produce to underserved communities in Philadelphia

PROJECTS

Interactive To-Do List, Association for Information Systems

- Developed an interactive to-do list application using Microsoft PowerApps, facilitating task management and enhanced user productivity
- Designed a user-friendly interface that allowed users to prioritize and track tasks in real time, improving organizational efficiency by up to 40%

COMMUNITY INVOLVEMENT

Association for Information Systems

August 2024 – Present

Member

Ascend Temple Student Chapter

August 2024 - Present

Member

Business Honors Student Association

August 2024 – Present

Member

SKILLS & INTERESTS

Software: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft PowerApps, Tableau

Languages: Native Fluency in English, Intermediate Proficiency in Vietnamese, Conversational Spanish

Interests: Word Games, Fashion, Journaling, Yoga, Cosmetics, Digital Art, Reading, Asian & Latinx Culture, Technology