

Annie Huynh

EDUCATION

University of Nevada, Las Vegas

Anticipated graduation, May 2013

- Bachelor of Science in Business Administration, Marketing
- Wells Fargo Global Entrepreneurship Experience Program: a selective 4-year scholarship program sponsored by Wells Fargo, which entails a rigorous curriculum including business plan competitions and international travel
- Honors College; Overall GPA: 3.76/4.0

WORK EXPERIENCE

UNLV College of Business Dean's Office - Las Vegas, NV

As needed basis

Marketing Support Specialist

- Produced promotional videos for the Global Entrepreneurship Experience and the College of Business EMBA Program

UNLV Graduate College - Las Vegas, NV

Oct. 2011 to Present

Administrative Support

- Assist the Dean of the Graduate College with special projects such as the Graduate Catalogue and the college's website

UNLV College of Business Undergraduate Advising Office - Las Vegas, NV

May 2010 to Oct. 2011

Marketing and Administrative Support

- Marketing projects such as promotional materials for business events
- Coordinate appointments for students with advisors
- Maintain office filing systems

ACTIVITIES AND ACHIEVEMENTS

- Associate Dean Search Committee Sept. 2011 to Present
- UNLV College of Business International Ambassador Mar. 2011 to Present
- UNLV College of Business Dean's Presidents' Council Oct. 2010 to Present
- UNLV College of Business Executive Mentorship Program Oct. 2010 to Present
- UNLV College of Business Ambassador Program Aug. 2010 to Present
- President, UNLV American Marketing Association (AMA) Sept. 2009 to Present
- President, DECA - An Association of Marketing Students Jan. 2007 to May 2009

VOLUNTEER EXPERIENCE

- UNLV Circle K International Sept. 2009 to Present
- Boys & Girls Club Sept. 2009 to Jan. 2010
- Three Square Oct. to Dec. 2009
- Learning for Life Nov. 2008 to Apr. 2009
- Relay for Life Jan. 2005 to May 2009
- Volunteer at Spring Valley Hospital Nov. 2005 to Jan. 2009

COMPUTER AND LANGUAGE SKILLS

- Proficient in Microsoft Word, Excel, Power-Point, Publisher, Photoshop
- Fluent in Cantonese and conversant in Mandarin