

Thavry C. Khun

EDUCATION

CSU East Bay | Hayward, CA

BS in Business Administration, Information Technology Management

Minor in Political Science

SKILLS & INTERESTS

Skills: Google Suite, Engaging Networks, Qualtrics, Microsoft Office (Word, Excel, PowerPoint, OneNote)

WORK EXPERIENCE

Alta Mesa Farm | Galt, CA

Customer Coordinator Lead

June 2022 – Present

- Restructured a system for managing product inventory to accurately fulfill a daily average of 150 customers' orders according to scheduled time slots.
- Maintained inventory manifest to ensure there were sufficient packaging materials and worker equipment to avoid production delays.
- Mobilized staff efforts to increase production output by 25% when customer demand peaked.
- Consulted with buyers directly and fostered relationships with new customers to increase overall retainment.
- Assisted company owners in maintaining confidentiality documents, financial records, stakeholder meeting agendas, and implementing employees' safety procedures.
- Designed a methodical sorting process for the quality management team during the inspection and product packaging to reduce negative product feedback.

Associated Students Incorporated | Hayward, CA

Student Board Assistant Lead

July 2021 – August 2022

- Evaluated all types of funding submitted by student organizations and/or individual students for the Board committee's approval with immediate response time to maintain student body satisfaction.
- Regulated filing of organization documents, policies, resolutions, and confidential documentation for the necessary protocols and its functionality.
- Assisted with the conference arrangements for ASI Board members to focus on the purpose of their trip.
- Supported the Executive Assistant to the Board in ensuring day-to-day operations run efficiently.
- Transcribed minutes of the ASI Board and Committee meetings within 2:1 of transcription time per recording length.
- Delegated tasks to newly hired Student Board Assistants and ensured timely completion as a dependable, productive team.

California State University, East Bay Pacific Islander Asian American Program | Hayward, CA

Program Assistant

August 2020 - May 2022

- Programmed and directed socio-cultural activities and workshops to allow students and staff to share their experiences, develop a personal identity, and celebrate the many cultures within our community.
- Engaged closely with the Pacific Islander Asian American Program Specialist to pilot program expansion and provided support and direction in the Pacific Islander Asian American campus community.
- Mentored students in a positive direction and cultivated a safe, inclusive space with resources to voice their thoughts and address a wide range of concerns to help navigate their personal, academic, and professional journey.

VOLUNTEER EXPERIENCE

People's Collective for Justice and Liberation | Non-profit Organization

Operations and Administrations Lead Support

June 2020 – Present

- Delivered administrative support for daily operations to ensure consistent quality of activities and functioning of the organization.
- Collaborated with team members on events such as town halls, summits, and festivals to address a variety of issues within communities across the country.
- Partnered with Pilipino Workers Center (PWC) as the organization's fiscal sponsor to verify invoices for honorariums towards performers and speakers of events and monitored changes to the ledger to maintain transparency for financial documents to be audit compliant.
- Scheduled appointments and meetings with Core teams' calendars by keeping open communication channels to prevent scheduling conflicts.
- Chaired meetings to establish and delegate tasks with deadlines to team members to ensure quality programming.