

Judy Huynh

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EDUCATION

New York University | Robert F. Wagner Graduate School of Public Service New York, NY
Master of Urban Planning, City and Community Planning May 2024

- Cumulative GPA: 3.7/4.0
- Relevant Courses: Planning for Emergencies & Disasters, Spatial Analysis & Data Visualization, Statistics
- Leadership: Representative for Urban Planning Student Association (UPSA)

University of Waterloo Waterloo, Canada
Bachelor of Environmental Studies, Urban Design Specialization May 2016

RELEVANT PROFESSIONAL EXPERIENCE

Icon Collective Inc. Toronto, Canada
President/Owner 2016 – 2022

- Founded a lifestyle management company with two additional administrative assistants to provide custom concierge services and tailored experiences
- Carried out event design and management services for brands of all types and sizes
- Provided brand consultancy and creative solutions for various start-ups and entrepreneurs

Nimbus Water Systems, Inc. Toronto, Canada
Business Operations Manager 2018 – 2022

- Recommended and administered policies, procedures, and priorities for all service areas and allocated resources accordingly during the COVID-19 pandemic
- Streamlined functionality between departments by implementing a fast-track delegation software called ClickUp for over 70 employees
- Maximized sales by \$5M YoY through competitive requests for proposals (RFPs), request for bids (RFBs), and other procurement requests
- Analyzed project requirements, prepared proposal outlines, coordinated subject matter experts, and produced compliant and persuasive responses
- Redesigned product offerings with high-quality graphics and revamped marketing material to promote a green alternative to single-use plastic water bottles
- Spearheaded new community initiatives by donating water purification products to promote safe drinking water

Shaw Realty Group Waterloo, Canada
Office Manager 2014 – 2016

- Managed the office with excellence in interpersonal communications, teamwork, customer service, flexibility, and reliability.
- Created and maintained a marketing strategy for five real estate agents, working with and acquiring new advertising accounts and publications.
- Worked closely with vendors, including attorneys, contractors, builders, city/county registrars, lending institutions, and clients to achieve our goals.

CERTIFICATIONS

AutoCAD Designer & REVIT Architecture Professional Certificate, Humber College 2022
WEDG Professional, Waterfront Alliance 2022

SKILLS

Technical: AutoCAD | Revit | ArcGIS | QGIS | R Studio | Photoshop | Illustrator | InDesign | Microsoft Office Suite
Urban Planning: Project Management | Strategic Planning | Technical Reporting | Data Analysis & Visualization