

Kevin Huynh

QUALIFICATION

- Demonstrate excellence in fast-paced environments with a result orientated and customer centric mind
- Able to apply business principles with outstanding analytical and problem solving skills to solve complex problems
- Extensive exposure to cross-cultural practices and international business protocols in Europe, Asia, and North America through business travel and day to day interactions
- Excellence in financial modeling, risk/quantitative analysis, forecasting, financial statement preparation, productivity analysis, and OPEX management
- Knowledgeable in SQL, Kaizen, SOX, GTO policies, Microsoft licensing models, channel sales and productivity.
- Adept in project management and program management with a compliant, efficient, and result orientated mind
- **Languages: Fluent in Cantonese and Proficient in Mandarin**

EXPERIENCE

Finance Manager

Microsoft, Redmond, WA

Spring 2016 – Present

- Drive business insights to senior leadership in terms of investments and cost structures to support the short and long term growth strategies for the US Subsidiary's P&L
- Responsible for cost management, accurate and timely budgeting, forecasting all up people cost and marketing spend of \$1.9 Billion and 9,000 HC as well as overseeing a smooth and accurate monthly financial close process
- Manage the US HC Forecasting cycles and process and drive business improvements for Microsoft's 13 WW Area Subsidiaries
- Actively managed the US P&L for incremental investments, reprioritization of funds, and execution of cost savings strategies to maximize Contribution Margin
- Delivered 10% (\$7.5 Million) cost savings to the US SMSP P&L by implementing a strategic hiring initiative for US SMSP Channel and Licensing sales' teams in the 1st year whilst attaining 96% of revenue forecast
- Assist in the management of the US marketing and external resources spend of \$300 Million among 7 segments across the US subsidiary
- Developed an HC machine learning predictive analytics model to drive forecast processes and budget resulting in an 18% capacity cost savings for WW Field OPEX finance managers

Global Business Operations Program Manager

Microsoft, Reno, NV

Spring 2012 – Spring 2015

- Managed the end to end WW sales operations for 17 product/services sales teams per the A13 regions including sales forecasting, OPEX management, operations readiness, reporting, pricing and contract support, and business analytics
- Delivered \$400,000 of cost savings by redesigning the Center of Excellence sale's operational infrastructure and directly resulting in, an increase in productivity by 35%, reallocation of costs from FTE to business process operations in Manila, and enabling the repurpose of 2 FTEs.
- Designed and executed an organization wide vendor outsourcing program for Americas Operations Services resulting in \$650,000 of capacity cost savings, increase in productivity by 20%, and enabling the reduction of 6 FTEs
- Created and managed an onshore vendor outsourcing program resulted an increase in productivity by 35%
- Assess and analyze Enterprise Service's \$42 Million BPO Titan contract through budget planning, volume analysis, and developing lean efficacy initiatives
- Fashioned and executed a new Credit and Rebill process for America's Operations Enterprise Services resulting in a reduction in SLA from 10 days to 4 days and decreasing the Days Sales Outstanding by 2.86 days for WWCS
- Recipient of Microsoft's Innovation Hero Award for creating a "One Microsoft" WW customer support model

Risk / Finance Analyst

Microsoft Corporation, Global Trade Organization, Beijing, China

Summer 2011 - Fall 2011

- Analyzed and forecasted Asia Pacific (APAC) Trade's monthly and quarterly tax and governmental expenses
- Performed and assessed financial gap analysis on the latter end of the APAC supply chain for all consumer products
- Provided accurate interpretations of applicable compliance regulations to business teams and systems/process teams
- Assessed import and export regulations and business activities to determine compliance processes and trade matrixes
- Assisted in the cost reduction of governmental expenses by 28% on a full product line

Business Analyst

Wodache, Beijing, China

Summer 2011 – Winter 2012

- Assisted in securing venture capital funding in two separate rounds for a total of \$400,000 raised in Beijing
- Analyzed Beijing's market trends within mobile technology and social living
- Performed competitive industry analysis and worked with marketing to penetrate China's social transportation

Equity Analyst Intern

Merrill Lynch, Seattle, WA

Summer 2010

- Communicated with and worked directly for a First Vice President in the wealth management division
- Responsible for the daily summarization and analysis of Merrill Lynch's corporate research for tiered clients
- Researched and conducted analysis on investment securities and increased return by 15% for 100 clients

EDUCATION

Bachelor of Arts in Accounting and International Business

Seattle Pacific University, Seattle, WA

Fall 2011

- **Magna cum Laude: GPA: 3.81**, Dean's List, Phillip Eaton Scholarship for Academics
- Studied abroad Fall 2010 at Southwest University in Chongqing, China, GPA 4.0
- Studied at Beijing University summer and fall of 2011 (international finance, China economics, advanced mandarin)

OTHER

Treasurer (Board of Directors)

Baby Steps Foundation

Spring 2016 – Present

- Develop and oversee Baby Step's financial budget and processes
 - Monitor actual financial performance against budget
 - Drive fund raising strategies to meet annual forecast
 - Decreased 20% of operating expenses by implementing the additional use of interns and volunteers.
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- **Microsoft Events:** Managed Microsoft's Annual Reno (city wide) Hackathon and Volunteer at the Microsoft Windows UCLA VS USC Hackathon
 - **Volunteering:** Serve as a, MACH (Microsoft Academy of College Hire) Operations mentor, Microsoft Intern coach, and volunteer at the Nevada food bank
 - **Hobbies:** Investing, Autocross, time attack racing: tracking, traveling, and cooking
 - **Continuing education:** Registered and on course for Lean Six Sigma Black Belt

Seattle Chinatown International District Preservation and Development Authority

No fewer than nine (9) members and no more than seventeen (17) members: Per RCW 35.21.730 and Seattle Municipal Code (SMC) 3.110, all subject to City Council confirmation, up to 3-year terms:

- 4 Mayor-appointed
- 5 to 13 SCIDpda Governing Council-appointed

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
7	M		1.	Member	David Della	1/1/18	12/31/20	1	Governing Council
			2.	Member		1/1/17	12/31/19		Governing Council
1	F		3.	Member	Jerilyn Young	1/1/17	12/31/19	1	Governing Council
1	M		4.	Member	Kevin Huynh	1/1/17	12/31/19	1	Governing Council
			5.	Member		1/1/18	12/31/20		Governing Council
1	M		6.	Secretary	Michael Itti	1/1/17	12/31/19	2	Governing Council
1	F		7.	Member	Casey Huang	1/1/17	12/31/19	2	Governing Council
1	M		8.	Vice Chair	Jarod Jonson	1/1/16	12/31/18	1	Governing Council
1	M		9.	Member	Phillip Sit	1/1/17	12/31/19	2	Governing Council
1	M		10.	Treasurer	Wayne Lau	1/1/16	12/31/18	1	Governing Council
1	M		11.	Member	Nelson Young	1/1/16	12/31/18	1	Governing Council
1	M		12.	Chair	Scott Yatsui	1/1/16	12/31/18	2	Governing Council
1	F		13.	Member	Lanzi Li	1/1/17	12/31/19	1	Governing Council
			14.	Member		1/1/16	12/31/18		Mayor
7	F		15.	Member	Aileen Balahadia	1/1/16	12/31/18	1	Mayor
3	F		16.	Member	Jennifer Reyes	1/1/16	12/31/18	1	Mayor
			17.			1/1/16	12/31/18	1	Mayor

SELF-IDENTIFIED DIVERSITY CHART

					(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Men	Women	Transgender	Unknown	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non- Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor		2					1				1		
Council	8	3			10						1		
Other													
Total	8	5			10		1				2		