

Jacky Huynh

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EXPERIENCE

Operations Manager, My Beloved Lash - Levittown, PA

Nov. 2021 – May 2026

- Recruited, interviewed, hired, and onboarded 8 technicians and 2 front desk employees
- Oversaw and coordinated a commercial build-out project, managing zoning, inspections, permitting, and contractors
- Coordinated scheduling, payroll, customer records, and daily administrative operations for a team of 6 employees
- Maintained client records, appointment histories, and service documentation while resolving customer inquiries
- Managed supplier relationships, procurement, pricing, and inventory replenishment
- Prepared and maintained records, financial reports, and operational data using Excel, QuickBooks, and Square
- Developed and maintained the company website, integrating scheduling and digital workflows

Supply Chain Operations Associate, McMaster-Carr - Robbinsville, NJ

Feb. 2020 – Mar. 2022

- Managed material traceability documentation to maintain sourcing records and customer verification
- Processed custom material orders by cutting stock materials to specified dimensions
- Interpreted order specifications and verified material requirements to ensure accurate product fulfillment
- Fulfilled 600–800 orders daily while maintaining 96–100% quarterly accuracy

Ergonomic Coach, McMaster-Carr - Robbinsville, NJ

May 2021 – Mar. 2022

- Provided real-time operational & safety feedback to employees to improve workplace performance and compliance
- Onboarded 3–6 employees monthly into company safety and ergonomics programs
- Collaborated with teams across 4 company branches to improve operational consistency and safety programs

PROJECTS

Leader for University Design Project (Leadership and Teamwork)

- Led a cross-functional team of 5 engineers (2 ME, 2 EE, 1 SE), defining scope, timelines, and task assignments
- Facilitated weekly meetings to track progress, resolve issues, and maintain alignment across disciplines

Propellers for an Autonomous Boat (Design, Test, and Fabrication)

- Designed and iterated propeller geometries in SolidWorks to improve performance
- Utilized SOLIDWORKS Flow Simulation, 3D printing, and physical testing to validate design improvements

Water Resistant LiDAR Camera Casing and Elevated Mount (Design and Fabrication)

- Designed a laser-cut enclosure and mounting system for a LiDAR camera using AutoCAD
- Fabricated and assembled acrylic components using laser cutting and solvent bonding

Boat Propulsion System (Analysis, Procurement, and Assembly)

- Performed dynamic analysis to select batteries, motors, and shafts, optimizing velocity within budget constraints
- Procured and integrated propulsion components, assembling a fully functional system validated through testing

C-Clamp CAD Model and Single Point of Failure Analysis (FEA)

- Reconstructed a 1:1 CAD model of a C-clamp using SolidWorks and precision measurements
- Performed finite element analysis (FEA) to evaluate stress distribution and identify the primary failure point

Mini Forklift Design and Assembly (Design, Analysis, and Build)

- Designed a functional mini forklift in SolidWorks using standard mechanical components
- Performed torque and gear calculations in MATLAB and validated system performance through testing

EDUCATION

Temple University, College of Engineering

Dec 2018

Bachelor of Science in Mechanical Engineering

Relevant Coursework: Solid Mechanics, Material Science, Machine Theory & Design, Fluid Mechanics, Thermodynamics, Vibrations, Dynamics, CAD

SKILLS

CAD & Design: SolidWorks, AutoCAD, SketchUp

Engineering: FEA, SOLIDWORKS Flow Simulation, Mechanical Design, Technical Documentation

Software: Excel, Microsoft Office, MATLAB, Python