Le Minh Thu Thao

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OBJECTIVE

To use knowledge, skills and passion as a **Business Analyst** for contributing to the company and to work in a professional and challenging environment for gaining working experience

EDUCATION

Information Technology   2008 — 2012

International University - Vietnam National University

Obtained the **Good** Bachelor Engineering Degree

SKILLS

- Team working **[100 marks]**
- Independently working **[90 marks]**
- Creative thinking **[80 marks**]
- Problem solving **[90 marks]**
- English writing **[80 marks]**
- Microsoft tool for office **[90 marks]**
- UML tool **[90 marks]**

LANGUAGES

- Vietnamese – Mother tongue
- English – Secondary language

SPECIALIZED

- **3 years of experience** in IT field especially **Software Engineering**
- **2 years** of experience in **Business Analyst** for **Mobile Application Development**
- **Good communication** in Vietnamese and English
- Basic understanding of Java, HTML, CSS, C, C++, Ajax, Spring
- Proficient in:
  Online researching; Technical writing
  Object-Oriented Analysis; Software Engineering; Software Project Management
  Software quality; Software process
- Good understanding general knowledge and business of **Software Process and Management**, **Analysis and Specifying Requirements**

Harvey Nash Vietnam   August 2015 — Present
QA Engineer

- Harvey Nash Vietnam as **QA Engineer**, conducting to audit the Engineering process area, Management process area, before demonstration and End Sprint, collecting KPIs for the specific Scrum projects, support team about CMMi and Scrum Harvey Nash process

FPT Software, Hochiminh City   July 2014 — July 2015
Project Quality Assurance

- Working as **Quality Assurance** at Fsoft Ho Chi Minh, joining project in process audit and collecting metrics of each project, reporting all project issues and KPI metrics for unit and projects keep the defined quality project following **ISO, CMMi level 5, Scrum.**

TMA Solutions, Hochiminh City   August 2012 — May 2014
Business Analyst

- Analyzing requirement for software projects with the whole front-end and back-end (visual Menu, cloud-based Digital Library, mobile application of AudaWatch, etc.), **directly communicating between global customers and engineers** within these projects, working on requirements completely and carefully to make them clear before showing to customers
- Discussing and **using UML tool** to give some beneficial suggestions, **finishing quotations, features list as Work Breakdown Structure (WBS), presentations, Software Requirement Specifications** and **Graphics User Interfaces (Guideline) or Back-end & Front-end mock-ups**
- Supporting team to understanding the **Software Design Specifications**, **explaining and suggesting technology recommendations and solutions to customers**

- **Reading book**, love to read many kinds of book
- Love to expand interesting things and to **write down all creative ideas**
- Joining volunteer activities, **singing and dancing**
- Love **travelling and discovering** and **taking picture**