

- Project manager with proven track record of working for some leading studios such as Sony, EA, War Gaming, Respawn Entertainment which have strict requirements in both time management and quality assurance.
- Understand how to help the team meet high requirement by quality control, agile methodology and team collaboration.
- Keen on practicing PMP and Agile knowledge in the project.
- Keen on LEAN and Continuous Improvement tools for supporting production pipeline.
- Keen on listening, inspiring and developing people.

Skills

- +5 years in project management, especially in manufacturing and digital media (game) industry
- Strong organizational mindset
- Risk management
- Effective communication with various internal and external stakeholders
- Schedule management, change management

Other skills

Softwares: Microsoft Office (Word, Excel, Project, ...), JIRA, Shotgun, Trello, SVN, Perforce, Ms Team

Certifications, Achievements, Interests

- Certified PMP by PMI from 2020.
- Certified LEAN Professional Training from Intel corporate.
- Interest in Social and Emotional Learning.

Education

2011 - 2014 **Bachelor of External Economics**, *Foreign Trade University*

Experience

2021 - 2022 **Stylefit**, *Production Manager*

- Handle all projects in production to satisfy client's schedule and quality.
- Create master plan and roadmap for production team, as well as handle Shotgun as daily progress tracking for all stakeholders.
- Work with outsourcing team for extra resource if needed.
- Troubleshoot any daily issues in production to ensure communication lines are clear and achievable.

- 2019 - 2020 **Nam Truong Son - Kaspersky Education Foundation, Program Supervisor**
- As the program supervisor, I work closely with the local non-profit organization to develop the project/programs that solve their current issues and empower the growth of young generation.
 - Be a part of Development Board to develop annual strategy for the foundation.
 - Be on behalf of the sponsor to communicate with local NPO/ educational organization before approving/ declining their proposal and supervising on-going projects/programs.
 - Analyse and evaluate the final results and reports before the project/program ends.
- 2018 - 2020 **GlassEgg Digital Media Ltd, Producer/Project manager**
- Be in charged with several well-known clients such as Sony, EA, Respawn US studio and involved into many titles: Real Racing, Spider-Man PS4, Medal of Honor, etc...
 - Be responsible for all project phases, from planning to monitoring and closing the project.
 - Develop and keep team focusing on risk management to ensure the risk responses in place.
- 2017 - 2018 **Arcon-Sunmark Production Ltd, Executive assistant to GD / Project coordinator**
- Coordinate different functional departments to execute the cross projects and report the progress to General Director.
 - Be in charged and coordinate all continuous improvement activities in the factory.
 - Support optimization project for production department.
- 2015 - 2016 **Transinex Pte. Ltd, Program specialist**
- Create travel itinerary for group/school/business tours from Singapore, Malaysia to Viet Nam.
 - Have on-the-job training in Singapore for operation management.
 - Become a tour manager during onsite tours to ensure the trips are well-prepared.