

## Project Manager Lead

- Project manager with proven track records of working for some leading studios such as Sony, EA, War Gaming, Respawn Entertainment, Epic Games 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

- +6 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.
- Agile and Waterfall methodology.

### Other skills

Softwares: Microsoft Office (Word, Excel, Project, ...), JIRA, Confluence, 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*, Ho Chi Minh City, Vietnam

### Experience

2023 - now **Bootloader studio**, *Project Manager Lead*

- Production process management, contribute to the production process with the Senior Management team.
- Build the Product Roadmap and Production timeline.
- Monitor and report on the progress of projects to the producer, contributing to effective decision-making.
- Facilitate alignment within the agile methodology, supporting cross-functional collaboration and adaptability.
- Align the sprint goals of different teams to make sure all goals are towards the target/ milestone expectation.
- Coordinate scheduling and track deliverables across different squads.

2023 - 2023 **ZaloPay, Project Manager (Agile PMO)**

- Create and manage release plan for multiple engineering teams. Ensure it is integrated to the wider portfolio end-to-end release plan.
- Manage risks, issues, dependencies and continuous improvement actions for squads under your working areas.
- Provide status reports regarding milestone, deliverables, RAID (Risk, Assumption, Issues, Dependencies), and communicating across stakeholders.
- Manage the team capacity and advise roadmap, timelines to Product Owner and other Business Stakeholders.
- Ability to create and maintain relationships with wide range of stakeholders (Product Owner, Business Owners, Technical Heads).
- Communicated effectively across all levels of the organization.

2022 - 2023 **Geotech, Project Manager**

- As a project manager in GeoTech, I worked closely with the project teams and clients to transfer goals into actionable plans, identify bottlenecks before they happen and tasks delivered in a time frame manner. It is important to be an effective process owner for the team and act as a primary communication point between teams as needed.
- Overview all project timelines to make sure the company maximizes its resource allocation.
- Communicate with Epic Games to ensure we understand the requirements for resource demand and allocate the right people for Epic projects.
- Handle partnership workflows with Epic to maintain a sustainable relationship with them.
- Change management and risk management.

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.
- Handle communication between the project team members and stakeholders.
- 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.