

Yuh-Boh Feng | Project Manager

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EDUCATION

New England Conservatory of Music

Master's in Music, Saxophone Performance/Education

Graduation: June 2018

California State University, Sacramento

Bachelors in Music, Music Performance

Graduation: June 2015

Computer: Google Suite, Microsoft Office, Asana/Slack, Trello, Miro, Jam Board, Figma, Dbdesigner, GitHub

Certifications: Project Management Professional(PMP), Certified Scrum Master(CSM), Logistics Specialist, Active Secret Clearance

Skills: Project Management, Communication, Interpersonal Skills, Logistics, Event Planning, Risk Management Agile, Scrum, Leadership, Entrepreneurship, Quality Assurance, Software Engineering, Data Analysis, Vendor, Management, Kanban

PROFESSIONAL EXPERIENCE

DevOps/IT Operations(Volunteer) - Project Management Institute

Nov 2020 – Present

San Francisco, CA

- **ACTIVE:** Collaborating in Search Engine Optimization/Web Design Project to increase recruitment/retention by writing proposal, maintaining project plans, and updating expenditures; Expecting increased recruitment to 700 and retention to 89% (290) in 2023.
- Increased outreach by launching Data Analytics/UX Competition in 6-months via Asana/Slack, presentations, and check-in meetings w/ cross-functional teams and stakeholders resulting in 35+ applicants across 3 universities.
- Managed IT Team to set-up camera/sound system/Zoom Event for International Project Management Day (IPM) 2022 for 250+ viewers and 17%+ increase in recruitment.

Team Leader/Project Coordinator - Army Reserves

Aug 2018 – Present

California, Virginia, Missouri

- Oversaw training of 5-person team to operate \$3M+ Virtual Weapons Training System resulting in qualifying 3 military organizations of 35+ soldiers for combat operations.
- Executed performance projects for diverse communities in 40-person team in 3 states using Outlook, Excel, and in-person meetings resulting positive feedback of 92%.
- Collaborated w/ 40-person team in \$4M+ inventory check, organized report of \$200K+ missing items and escalated to leadership; recovered 96% of missing items within 3 months.
- Utilized SAP database to organize and track \$4M+ inventory; wrote Standard Operating Procedure (SOP) including all acceptable forms of communication, and increased project execution by 24%.

Assistant Manager – Young People's Symphony Orchestra

Dec 2018 – Nov 2021

Oakland, CA

- Collaborated with cross-functional teams during COVID including project planning, documenting essential electronics, and utilizing remote/in-person communication resulting in creating remote rehearsal programs for 110+ personnel.
- Oversaw in-person team building programs including food vendor negotiation, expense tracking, and project planning via Google Suite resulting in hosting 100+ participants team events in Oakland community.
- Digitized/Stored folders of 500+ assets on company database resulting in process improvement by 80% for digital marketing.

Vice-President(Co-founder) – Mu Phi Epsilon, Beta Chapter

Sept 2016 – June 2018

Boston, MA

- Led 6 committees in creating 20+ performance, social, and speaker events including managing budget expenses, monthly meetings, marketing, and project documentation via MS Office, Google Suite, and PowerPoint presentations.
- Managed/Mentored 10+ prospective members in application process, organization regulations, and benefits via Outlook/in-person instruction resulting in 500% increase in membership.

ENTREPRENEURIAL PROJECTS

Full-Stack Software Engineer Student- Prime Digital Academy

Mar 2023 – July 2023

Minneapolis, MN

- Developed app that personalizes music/video playlists to users including tracking documentation via Google Suite and ; Estimating 5000 downloads in first week after deployment on Play Store/App Store.
- Created network/job search app in global team of 5 for Prime Engineers integrating AWS/Firebase API; Oversaw project documentation, requirements list, and project updates to client; Estimating 2K+ users EOY after deployment.

Entrepreneur - Personal Projects

Sept 2016 – Jun 2019

Boston, MA

- Invented storage device for music equipment for 28M+ market; won 2017 Entrepreneurial Competition.
- Directed engineers to draft/finalize 3D models; analyzed data to identify feature requirements with 20+ end users; delivered presentations to investors, Oversaw QA for testing/feedback of 20+ testers and added 3 features for customization.
- Developed fundraising website and raised \$10,000+ for manufacturing via digital marketing. Oversaw vendor negotiation and saved \$2,500+ in printing.