

陈溢善, CAPM, LSSBB

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个人概述

圣何塞州立大学工业技术专业学士，目前担任项目经理一职，负责项目前期的需求分析及时间规划，负责物料采购及成本管理，制定预算，跟进项目进程等；性格开朗，具有较强的沟通能力及团队合作意识，能够使用英语、汉语进行翻译沟通、商业信件往来，能够快速适应多元化的工作环境；

教育背景

圣何塞州立大学 学士 加州, 美国|2014.08-2019.05

主修工业技术专业（计算机电子与网络技术），辅修商业管理专业

主修课程：运营管理基础，供应链管理，全面质量管理，无线通讯技术，电讯系统等；

工作经历

Mirapath 公司 专业服务部，项目经理 加州, 美国|2019.04-至今

- 该公司专注于为思科、谷歌、惠普、字节跳动、中国电信、阿里等知名企业提供设计、采购、安装和管理数据中心、IDC、MDF、IDF、弱电工程和 IT 基础设计等方面项目服务；
- 负责项目的需求梳理、物料采购、施工进度把控及资源调配；
- 负责项目成本的管理，包括项目过程成本控制、变更等；
- 主持项目现场勘察、方案制定、实施计划、安装调试、验收交接和售后技术支持等；
- 负责与客户进行项目实施进度、质量以及其他商务方面的沟通；
- 2020 年有 85% 的项目在预算成本范围内完成；

CertainTeed Saint-Gobain 公司 工程部，实习生 加州, 美国|2017.01-2019.04

- 协助使用 SAP 软件完成订单创建及录入；
- 协助高级项目工程师监控项目的时间表，协调并主持项目会议；
- 参与一个为期 9 周的项目，与 3 名实习生共同监控项目进程，该项目可为公司每年节省成本约 400 美元 (23%)；

Sollars Home 公司 营运部，实习生 加州, 美国|2016.04-2017.01

- 参与人力资源方面工作，负责筛选简历，通过与候选人进行电话沟通进行邀约面试；
- 使用 Excel 整理公司的财务报表及发票信息；

项目经历

IDC 数据中心搭建 团队项目（7 人），项目经理 加州, 美国|2020.11

- 项目背景：为某客户同时完成 2 个 IDC 数据中心项目，需卸载 141 个数据柜及安装 20 个数据柜；
- 项目内容：组建 7 名技术人员团队，陪同客户实地考察项目现场，对完成 2 个项目所需的工时进行了估算及预算报价；
- 负责采购项目所需材料，合理规划项目时间，把控资源调配；
- 定期与客户进行电话会议，反馈项目的进展情况；
- 定期前往项目现场进行实地考察，把控项目质量，交付前再次检查确保项目质量，并向客户进行展示；
- 项目结果：两个项目在同一时间段在预算范围内且在截止日期前完成，并且比预算成本节省 1/3 的费用；

活动经历

圣何塞州立大学 PMM 导师 加州, 美国|2020.05-至今

- 每学期志愿为 2 名学生提供学业及职业发展规划方面的指导，策划组织 3+ 次的聚会活动；

技能&其他

语言：英语（母语），粤语（精通），普通话（流利）；

计算机系列软件：Microsoft Office Suite, SAP, NetSuite, Salesforce, Salesforce Cloudcoach, Office 365, C++, CRM, HTML, Atlassian Jira；

Adobe 系列软件：Photoshop, Illustrator, Premiere Pro CC, Google Drive Suite, AutoCAD, MS Visio, Zoom, WebEx；

证书：HSK5（汉语水平 5 级证书），Certified Associate in Project Management (CAPM)，Certified Lean Six Sigma Black Belt；Certified Network Pro；

爱好：徒步旅行，运动，视频制作；

Angela Chan, CAPM, LSSBB

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Overview

A Bachelor of Science Industrial Technology graduate from San Jose State University with a concentration in Computer Electronics and Network Technology; minor in Business Management. Currently in the position of Project Manager; in this role, conducted demand analysis, developed project schedules, responsible for procurement, cost control, budget, project progress follow ups, and client relationships. An eloquent team player with a cheerful personality. Capable of translation and business communication in English and Chinese with adaptability to diversified work environment;

Education Background

San Jose State University, Bachelors of Science San Jose, California, USA | 2014.08-2019.05

Major in Industrial Technology (Computer Electronics and Network Technology), Minor in Business-Management

Major courses: Fundamentals of Operations Management, Supply Chain Management, Total Quality Management, Wireless Communications Technology, Telecommunications Systems;

Work Experience

Mirapath Inc., Department of Professional Services, Project Manager Cupertino, California, USA | 2019.04-Present

- Mirapath Inc. specializes in low voltage data infrastructure, & IT basic designs, procurement, as well as installation and management of data center, IDC, MDF, IDF. Mainly serves Cisco, Google, HP, ByteDance, China Telecom Americas, Alibaba and other well-known enterprises;
- Develop project's scope of work, purchase materials, control construction schedules and allocate resources;
- Manage project costs, for example, cost controls, budget alterations;
- In charge of field investigation (site walk), program formulation & execution, installation and problem resolutions, handover and after-sales technical support;
- Maintain effective communication with clients about project progress, project quality and other business affairs;
- In 2020, 85% of projects were accomplished under budget;

CertainTeed Saint-Gobain, Engineering, Engineering Intern Fremont, California, USA | 2017.01-2019.04

- Created and performed entries of work orders in SAP software;
- Assisted senior project engineer on monitoring timeline of projects; coordinated and hosted meetings for project progressions;
- Initiated, planned, monitored, executed and closed a 9-week project with projected cost savings of over \$400K (23%) in one year, working alongside 3 interns;

Sollars Home, Operations, Intern San Jose, California, USA | 2016.04-2017.01

- Screened resumes, and communicated with applicants by phone, upon which invited candidates for face-to face interview;
- Organized and logged company's finance statements and invoices via Excel;

Project Experience

IDC Data Center Cabinet Project, Project Manager of a 7-member Team Santa Clara, California, USA | 2020.11

- **Project Background:** Undertook 2 simultaneous IDC data center projects of a client, namely, 141 data cabinet uninstallation project, 20 data cabinet installation project;
- **Project Contents:** Formed a group of 7 technicians, conducted on-site investigation (site walk), estimated labor hours, established Scope of Work, and created 2 quotes (budget) of the 2 projects;
- Procured materials required for the 2 projects, planned project schedules and allocated resources;
- Regularly communicated with customers via telephone to update project progress;
- Regularly carried out field inspection on project quality; rechecked project quality prior to acceptance, and delivered quality results to customers;
- **Project Results:** Both projects were completed under budget and before deadlines, with a 33% cost savings of budget;

Activity Experience

San Jose State University, PMM mentor San Jose, California, USA | 2020.05-Present

- Volunteered to mentor (2) SJSU students per school semester with mentee's college and career journey renewed every school semester; (3) scheduled meetings with each mentee per semester;

Skills & Others

Language: English (Native), Cantonese (Native), Mandarin (Fluent);

Technical Skills: Microsoft Office Suite, SAP, NetSuite, Salesforce, Salesforce Cloudcoach, Office 365, C++, CRM, Photoshop, Illustrator, Premiere Pro CC, Google Drive Suite, AutoCAD, MS Visio, Zoom, HTML, Atlassian Jira, WebEx;

Certificates: HSK5, Certified Associate in Project Management (CAPM), Certified Lean Six Sigma Black Belt, Certified Network Pro;

Hobbies: Hiking, Sports, Videos Making;