



## KIET NGUYEN, PMP

Project Manager/Scrum Master

Phone: [REDACTED] | Email: [REDACTED]

### Summary

Having 8-year experience working in cross industries as Project Manager as well as a skilled Scrum Master with a proven expertise of delivering high-quality software, on-time and within budget. Being interested in opportunity for Project Manager and Scrum Master positions and looking forward to applying my knowledge and experience in project management and software development to provide high quality products.

Professional Highlights:

- Certified Project Manager
- Scrum principles and software development methodologies
- 8 years Project Manager experience and Scrum Master experience
- Oversea onsite working experience
- Language: English - Professional Proficiency, Vietnamese - Native

### Personal Skills

- Communication and Collaboration
- Analytical Skill
- Team Leadership and Management
- Project Planning and Execution
- Flexibility and Adaptability
- Interpersonal Skill

### Technical Skills

- Tools: MS Project, MS Office, JIRA, MS Visual Studio, Eclipse, Azure DevOps
- Methodologies: Agile, Waterfall
- Programming Languages: Java, C#, VB6, C++
- Testing Knowledge: Automation Test, Penetration Test, Performance Test

# Professional Experience

## Project Manager/Scrum Master, BBV Company

*01/2020 - Present*

- Managed and led development team from project initiation through the delivery of final product.
- Oversaw the testing and quality assurance processes to ensure high-quality software deliverables.
- Conducted risk assessments and implemented mitigation strategies to minimize project risks.
- Collaborated with senior managers to follow up the project status and project risks/issues weekly.
- Monitored project progress, identified areas for improvement, and implemented corrective actions to keep projects on track.
- Facilitated sprint planning, daily scrums, retrospectives, stakeholder meetings, and software demonstrations.
- Planned and monitored project schedule, assured the project completing on time within scope and on budget.
- Managed the team capacity and negotiated priorities, timelines with PO and other stakeholders.
- Tracked and managed product backlog, burn down metrics, velocity, and task breakdown.
- Coached and reinforced scrum methodology and agile framework to team members and stakeholders.

## Project Manager/Scrum Master, NashTech Company

*08/2015 - 12/2019*

- Coordinated internal resources, delegated project tasks based on members' skillsets.
- Directed and led development team from project initiation through the delivery of final product.
- Tracked and managed product backlog, burn down metrics, velocity, and task breakdown.
- Addressed problems through risk management and contingency planning.
- Facilitated sprint planning, daily scrums, retrospectives, stakeholder meetings, and software demonstrations.
- Protected development team from outside distractions, impediments, or team conflicts, and maintained focus on product backlog project timeline.

- Worked closely with product owner in backlog management and continuous delivery of features.
- Managed the relationship with the clients and all stakeholders.
- Measured project performance using appropriate tools and techniques.

### Test Leader/Consultant, NashTech Company

02/2012 - 08/2015

- Provided testing solution and technical guidance to onsite Clients.
- Worked directly with onsite Development Team to define defects and solutions.
- Managed project timetable, including status reporting, estimating project hours, documenting actual and remaining project hours.
- Managed Test Team through test plan development and system integration testing.

### Developer/Senior QA, International IT Service Company

01/2006 - 02/2012

- Provided coding and technical guidance for Development Team.
- Developed Test Scenario and Test Plan for Test Team.
- Defined and performed Load Test and Automation Test.
- Created and executed system-wide Regression Test checklist.

## Education & Certification

### Project Management Institute (PMI)

- Project Management Professional Certification (PMP), 2019

### University of Economics, HCMC

- Finance and Banking, Bachelor's Degree, 2012

### University of Technology, HCMC

- Computer Science, Bachelor's Degree, 2005