# David Chen

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## EDUCATION

**Google Project Management Certificate**                                     Mar. 2021 - May. 2021

**University of Maryland, College Park**

*Continuing Education; Computer Science*                                      Jan. 2019 – Jan. 2020
- OOP (Java & C); Data Structures & Algorithms; Project Management; Probability and Statistic.

*Bachelor of Science, Civil & Environmental Engineering*                     Aug. 2013 – May. 2017
- Vice President of American Society of Highway Engineers; Consultant for American Marketing Associations.

**George Washington University – Full Stack Development Certificate**     Feb. 2018 – Jul. 2018

## WORK EXPERIENCE

**Founder & Product Manager**                                               Mar. 2020 – Present
**District Masks**                                                            Washington, D.C.
- Established core business strategies, project plan, schedule, strategic partnerships, and logistics management.
- Analyzing metrics to support data-driven decisions; growing revenue by 200% in first two months of operation.
- Develop quality management standards for vendors, reducing defects 35% in two months after implementation.
- Interviewed and established relationships with multiple vendors from materials, manufacturing to shipping.
- Organized & managed resources with non-profit to donate masks for individuals who did not have access to it.
- Developed and reviewed customer feedback surveys, improving product designs and increasing sales by 50%.

**Civil Project Engineer**                                                   Jun. 2016 – Jan. 2019
**WSP USA**                                                                   New York City, NY
- Responsible for planning and managing daily operations of 10 teams across three contractor groups.
- Implemented best practices that increased work time by 30 minutes and reduced cancelled shifts by 50%.
- Established guidelines & onboard new staff on operation planning, scheduling, data collection and analysis.
- Developed and presented bi-weekly briefing and report updates for primary stakeholders in various agencies.
- Interviewed & selected vendors for scope change. Drafted quality standards for scope of work and deliverables .
- Analyzed existing problems and improved mitigation plan, resolving issues within 36 hours from 48 hours.

**Transit Operations Researcher**                                           Mar. 2015 – Jun. 2016
**Maryland Traffic Safety & Operations Lab**                                  College Park, MD
- Analyzed and developed project scope for expanding existing highways and alleviating congestion.
- Led a team of three people to draft technical documentation for new modeling software within two months.
- Develop a traffic safety survey to collect data on users' safety experience and reporting data to stakeholders.

**Market Research Analyst**                                                  Dec. 2013 – Sep. 2014
**ZigAir**                                                                     San Francisco, CA
- Researched market trends to determine which destinations & charter companies to include in the platform.
- Led team of five people on Q/A testing market platform and resolving 80% of tickets within one month.
- Planned project schedule for developing tutorial and user guide for the platform and finishing it on schedule.

## SKILLS & ACTIVITIES

- **Skills:** Communications, Microsoft Excel, Strategic Planning, Strategic Partnerships, Customer Relationships, Project Management, Quality Assurance Testing, Growth Mindset, Supply Chain Management, Agile Methodologies, Stakeholder Engagement, Stakeholder Analysis, Risk Management, Budget Planning, Scrum Methodology, Negotiation, Technical Documentation, Google Suites, Project Scheduling, Kanban.
- **Activities:** FreshFarm Market Volunteer (Mar. 2020 – Present); Fuzhounese Translator (Jun. 2013 – Present).