

# DANNY G. HUYNH

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Accomplished and results driven professional **Project Manager, Coordinator, Developer, and Analyst** with over **6+ years of experience** supporting client strategic and marketing initiatives utilizing **latest web technology and UI/UX, and accessibility best practices**. Known to be an **innovative leader** in leading and mentoring cross-functional departments and teams that delivers technology solutions to clients and building strong relationships in an **agile environment**. Meticulous with intelligent work ethic, and strong group and independent work abilities. Believe in the importance of details and passionate about driving results.

## CORE COMPETENCIES

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- Customer Advocacy
- Digital Accessibility
- Consulting
- Customer Relationship Management
- Leadership
- Technical Support
- Training and Coaching
- Presentations
- Strategic Planning and Analysis
- Project Management
- Business Development
- Web Design and Development

## TECHNICAL SKILLS

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- JIRA
- Basecamp
- Microsoft Office
- SharePoint
- Drupal
- WordPress
- HTML5
- CSS3 / Sass
- JavaScript
- jQuery
- Adobe Creative Suite
- Responsive Design
- Bootstrap Framework
- Foundation Framework
- Assistive Technologies (JAWS)

## EXPERIENCE

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### FREELANCE WEB DIRECTOR, DISTINCT LEVELS

Mar 2018 – Present

- Coordinated design, development, and launch of Distinct Levels website utilizing Bootstrap 4 Framework.
- Served as a liaison and primary point of contact for cross-functional partners.
- Acted as a project manager to evaluate, prioritize, develop, manage, implement, and test technology initiatives.
- Develop and maintain development team Standard Operating Procedure (SOP) to ensure standardization and efficiency.
- Helped in preparation of key project proposals

### FREELANCE SECTION 508 COMPLIANCE CONSULTANT, IQ SOLUTIONS

Mar 2018 – Apr 2018

- Develop and maintain development team Standard Operating Procedure (SOP) to ensure standardization and efficiency.
- Helped in preparation of key project proposals.

## **ASSOCIATE PROJECT MANAGER, IQ SOLUTIONS**

**Aug 2015 – Mar 2018**

Promoted as Associate Project Manager and acted as a liaison between various internal cross-functional teams, from developers to designers, content editors, and government clients on multiple concurrent projects. Maintained maximum level of customer engagement and satisfaction through weekly briefing and digital interactions with executive-level stakeholders.

- Streamlined procedural work process leading to completion of more than 1400 tasks and resulting in an increase of over 400 published pages through two manual deployments per week.
- Successfully coordinated development and launch of three CMS web application/tool (utilizing .Net MVC) to allow the client to independently publish dynamic content elements.
- Collaborated across departments to execute website redesign, planning, coordination, and promotion of client's Pathways to Prevention Workshop events. Successfully doubled workshop registrants from March to December 2017.

## **TECHNICAL COORDINATOR, AETEA INFORMATION TECHNOLOGY**

**FEB 2015 – AUG 2015**

Assisted Project Manager in daily operation and maintenance for the National Institute of Health Office of Disease Prevention (ODP) website utilizing latest web standards and best practices while meeting 508 Section Compliance requirements per HHS and NIH directive through consultation, training, and coaching.

- Performed Section 508 Compliance annual reports for the National Institute of Mental Health (NIMH) and National Institute of Neurological Disorders and Stroke (NINDS) publication websites.
- Tracked project status and revised schedules as appropriate to meet changing needs; enforced deadlines and managed multiple simultaneous projects.

## **WEB CONTENT ANALYST, WOODBOURNE SOLUTIONS**

**JUN 2012 – FEB 2015**

Assisted with the migration of content from ColdFusion to Microsoft SharePoint platform and operations and management for the *Eunice Kennedy Shriver National* Institute of Child Health and Human Development (NICHD) website and microsites; including the National Children's Study (NCS) website.

- Managed day to day tasks of updating and maintaining content, performing monthly broken link checks, and Section 508 Compliance audits utilizing Accenture.
- Performed certification, quality assurance, and sign-off for web content, multimedia, eblasts, and electronic documents (PDFs) from multiple partnering companies conforming to Section 508 Compliance / WCAG Accessibility standards.
- Managed and coordinated project development with interns in refreshing the NICHD Cochrane Library, resulting in faster page load time and decreased storage capacity requirements.
- Submitted weekly and monthly task and project reports.

## **IT & E-BUSINESS SPECIALIST, LINEMARK**

**JUN 2011 – MAY 2012**

Managed Web-to-Print (W2P) system, websites, and all other e-business solutions, including Digital Asset Management (DAM), E-Commerce Storefronts, and Fulfillment System utilizing web technologies such as HTML, CSS, JavaScript, jQuery, and XML.

- Designed, developed, and managed various personalized URLs (PURLS) eblast marketing campaigns utilizing Constant Contact.
- Prepared weekly and monthly billing and reporting for all e-Business solutions.

## **TECHNICAL WEB INTERN, SPACE TELESCOPE SCIENCE INSTITUTE**

**JAN 2009 – MAY 2009**

Assisted with redesign and development of Space Telescope Science Institute (STScI) website using HTML and CSS along with the migration of web content to the redesigned website ensuring Section 508 Compliance.

## EDUCATION

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**BACHELOR OF SCIENCE**, University of Maryland University College

**DEC 2011**

**Major:** Information Systems Management

**Concentration:** Web Technology and Project Management for IT Professionals.

## TRAINING

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- Information Security Awareness
- Privacy Awareness
- Section 508 & Accessibility Compliance

## GENERAL

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- Public Trust Clearance
- U.S. Citizen