Danny G. Huynh
Web Project Coordinator, Developer, and Analyst

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Location: Silver Spring, MD

Professional Summary

Dedicated and deadline-oriented Project Coordinator, Developer and Analyst with an extensive background in web technologies and digital accessibility. Meticulous and intelligent work ethic with strong group and independent work abilities. Believe in the importance of details. Recognized for versatility and ability to "wear many hats". Passionate about what I do while making a difference and impact.

Core Competencies

- Providing impactful analysis, strategic planning, support, guidance, and direction, while leading complex project and cross-functional teams and departments.
- Experience assembling, motivating, training, and leading cross-department teams in providing high quality digital products and services.
- Authoring and managing project documentation and processes for business, research, strategy, user experience, creative, IT, and QA.
- Developing new and reinforcing existing processes and practices as needed and through emerging change, including Section 508 Compliance / WCAG 2.0 Accessibility Standards.

Applications and Development Skills

- JIRA
- Basecamp
- Adobe CS
- Microsoft Office
- Microsoft SharePoint
- Microsoft Visio
- GIT Version Control
- Drupal
- HTML
- CSS
- SASS / LESS
- JavaScript
- jQuery
- PHP
- Google Analytics
- Search Engine Optimization
- Responsive Design
- Bootstrap Framework
- Foundations Framework
- Assistive Technologies (JAWS)
- Section 508 Compliance / WCAG 2.0 Accessibility Standards
- Microsoft Windows
- Mac OS X

Professional Experience

IQ Solutions • *Associate Project Manager*   **AUG 2015 – MAR 2018**

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. Promoted as Associate Project Manager and managed requirements of project lifecycle.

- Developed and documented procedural work process leading to completion of more than 1400 tasks and two manual deployments per week.
- Successfully coordinated development of CMS web application/tool (utilizing .Net MVC) to allow client to independently publish various content elements.

- Collaborated across departments to provide website redesign, planning, coordination, and promotion of client's Pathways to Prevention Workshop events. Successfully doubled workshop registrants from March to December 2017.
- Supported coordination of website content migration to redesigned website utilizing Drupal 8.

AETEA Information Technology • *Technical Coordinator*   FEB 2015 – AUG 2015

Assisted Web Project Manager in daily operation and maintenance for the Office of Disease Prevention (ODP) website.

- Provided Section 508 Compliance Standard reports and guidance for the ODP, including 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.

Woodbourne Solutions • *Web Content Specialist*   JUN 2012 – FEB 2015

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

- 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 Standards.
- Coordinated project with interns in refreshing the NICHD Cochrane Library, leading to increased load time and decreased storage capacity requirements.

Linemark Printing • *IT & E-Business Specialist*   JUN 2011 – May 2012

Managed Linemark's Web-to-Print (W2P) system, websites, and all other e-business solutions, including Digital Asset Management (DAM), E-Commerce Storefronts, Fulfillment System, and eblast marketing 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.

Space Telescope Science Institute • *Technical Web Intern*   JAN 2009 – MAY 2009

Assisted with redesigning and development of Space Telescope Science Institute's (STScI) website using HTML and CSS along with migration of web content from existing site to the new site's template while adhering to Section 508 Compliance Standards.

Education

B.S. in Information Systems Management   DEC 2011
University of Maryland University College

- Concentration in Web Technology and Project Management for IT Professionals

General

- Public Trust Clearance
- Non-protected Veteran