



Toan B. Nguyen

PROJECT MANAGER

SUMMARY

- I am looking for a company where I can contribute to its success and growth while also improving myself as a professional.
- Achieved my PMP certificate in 2022, I am always eager to learn new skills and knowledge in the field.
- I have experience in delivering projects across domains, such as software development, e-commerce, and education.
- I can communicate in English and have collaborated with clients from different countries.

CERTIFICATE

JUL 2022

PMP Certification by **Project Management Institute, Inc** • [credly.com](https://www.credly.com)

2019

Yearly MVP Award at Pascalia Asia Vietnam

2014

IELTS - 6.5

CONTACT

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Y 1995

EDUCATION

UNIVERSITY OF SCIENCE
2013-2017

VNU - HCM

Advanced Program in Computer Science (APCS)

EXPERIENCE

Forix | PM Assistance - Junior PM | NOV 2021 - AUG 2023

- Work on multiple E-commerce websites/projects using Magento for clients based in the United States.
- Handle 2 to 4 clients simultaneously and perform maintenance works with various requests of different sizes and scopes.
- Planning:
 - Collaborate with stakeholders, including client, UX/design, DEV, QA, PMA and PM lead, to clarify requirements and assign tasks using Kanban methodology.
- Monitoring and Control:
 - Follow with development process to stick with the requirement, deal with scope change and feedback.
 - Communicate with QA to ensure understanding of expected output and quality standards.

- Act as the liaison among parties (dev, QA, design, 3rd party, VN/US team, client) to ensure smooth cooperation.
- Track and report the hourly bill and work log for each client.
- Report to client on the progress and outcomes of the projects.
- Involve in taking care of new-coming clients and ensure a smooth transition to the stable phase.

Freelancer | Project Management | JUL 2020 - OCT 2021

- Develop and maintain a web and mobile platform for managing academic institutions, including applications for staff, teachers, and students.
- Planning:
 - Collaborate with client and related teams to create ideas and do mock-ups for the application and new features.
 - Work with development team to finalize requirements, plan resources, phases and timeline of projects using Waterfall or Agile methodology.
- Monitoring and Control:
 - Follow with development process to stick with the requirement, deal with scope change and feedback.
 - Test the output and work with client to ensure workable products that meet their expectations and needs.
 - Track progress and report to client periodically on the status of outcomes and cost of the projects.
 - Demo product and collect feedback from the client and the end-users.
 - Help with customer support and resolve issues and complaints.

Pascalasia Asia Vietnam | NOV 2017 - JUN 2020

1. Java Team Lead (1 year)

Lead a team of Java developers to create and maintain web applications. Perform both management and coding tasks as follows:

50% Management

- Collaborate with stakeholders to conduct requirements, create and assign tasks based on the level of requirement and member skills.
- Work with PM to control and monitor workload, worklog, and performance of the team.
- Report to client and BOD on the daily and monthly progress and outcomes of the projects.

50% Coding and Review

- Develop features using Java, Spring Boot, Hibernate, and MySQL.
- Review code and test cases of the team members to provide feedback and suggestions.
- Manage source code and version control.
- Deploy web applications and work with hosting provider.

2. Angular Development (1 year)

3. Java Developer (6 months)

KMS Technology | MAY 2016 - JUL 2017

Java developer - Katalon (Automation Test IDE)

Landing Page, Forum Page