

Curriculum Vitae

PERSONAL INFORMATION:

Full name: Pham Van Son

D.O.B: 29/05/1989

Gender: Male

Address: No.37 - lane 125 - Tan Xuan Street -
Xuan Dinh - Tu Liem - Ha Noi

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EDUCATION BACKGROUND:

- University: Military Technical Academy
Graduation year: 06/2012
Major: Information System.

SKILLS:

- Educated: Programming C#, C++, ASP.net, Java
- Good at SQL server
- Skillful:
 - + Search engine
 - + Microsoft Office: Word, Power Point, Visio, Excel
 - + Adobe product: Photoshop, Illustrator, InDesign, After Effect
- Foreign language: English
 - + *Listening: Normal*
 - + *Speaking: Good*
 - + *Writing: Normal*
 - + *Reading: Good*

Character:

- Working with industry and cleverness

- Interest with communication, extrovert.
- Self-motivated, honesty, enthusiasm, independence and high responsibility.
- Good at team work and ability to work under pressure.

WORK EXPERIENCES

Company: Jonckers Translation and Engineering

Address: 8th floor, Machinco building 444 Hoang Hoa Tham Street, Tay Ho, Ha Noi

From 08/2012 to now

Position	Responsibilities
1. Engineer	<p>Localized projects: Art, DTP</p> <p>Clients: Microsoft, Canon...</p> <ul style="list-style-type: none"> - Following instruction of leader - Report status to leader
2. Project leader	<p>Localized projects: Art, DTP, Multimedia, E-learning</p> <p>Client: Microsoft, Sales Gauge, AnchorFree...</p> <ul style="list-style-type: none"> - Working directly with PM - Analysis project requirements: <ul style="list-style-type: none"> + Analysis project data. + Risk management. + Investigating issue - Managing resources: <ul style="list-style-type: none"> + Estimate time and arrange resource according to schedule of project and whole company + Training needed skills, new members

	<ul style="list-style-type: none"> - Supporting PM and team members: <ul style="list-style-type: none"> + Support PM, members about problem, queries... + Advice members in team - QA quality of final delivery - Create test plan and test script for requirements - Report project and resource status to PM, managers - Writing and maintain documents: training documents, project documents
3. Group leader	<ul style="list-style-type: none"> - Manage group: <ul style="list-style-type: none"> + Monitoring performance of each team, each member + Training skills, members + Set objective and measuring + Solving problem + Keep track status of projects - Co-ordinate with other group and team in order to arrange resource - Report to managers
4. Solution expert	<ul style="list-style-type: none"> - Define process for projects: <ul style="list-style-type: none"> + Analysis project and define process for whole project from initial to end; visualized play role of each team in project - Support client, PM and team: <ul style="list-style-type: none"> + Finding out solution for each issue and

	<p>creating preventative plan</p> <ul style="list-style-type: none"> + Provide better way to both side Client and Team + Guide team - Writing and maintain documents
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SOCIAL ACTIVITIES

- ENV EDUCATION FOR NATURE VIETNAM
Block 17T5, 17th floor, Room 1701, Hoang Dao Thuy Street,
Cau Giay, Ha Noi
Volunteer
 - o Bear exhibit, June 1st 2010 in Hanoi zoo
- 1st prize of Canon Photo Chains contest 2012
- Marketing online for small business
- Freelancer photographer

OTHER ACTIVITIES

- Photography and travel
- Playing sport: football, swim, tennis-table
- Listening music and cooking