

Contact

www.linkedin.com/in/hieu-tri-nguyen-phan-82330188 (LinkedIn)

Top Skills

Microsoft Office
Customer Service
Microsoft Word

Certifications

Certified ScrumMaster (CSM)
Project Management Professional (PMP)

Hieu Tri NGUYEN PHAN

Project Manager
Ho Chi Minh City Metropolitan Area

Summary

Experienced Project Manager with a demonstrated history of working in the internet industry. Skilled in Management, Customer Service, Wordpress and Microsoft Word. Strong program and project management professional with a Bachelor's degree focused in Computer/Information Technology Administration and Management from Université Pierre et Marie Curie (Paris VI).

Experience

NashTech

Project manager / Scrum master

November 2021 - Present (3 years 5 months)

- Monitoring of projects for timeliness and quality
- Manage software development project including but not limited to project planning, project budgeting, resource management, risk management, quality management
- Ensure resources are sourced to meet the agreed requirements of each project
- Co-ordinate with other project parties such as clients, QA, QC, etc. to make sure that the projects meet clients' requirements & satisfaction
- Escalate point for project issues
- Co-ordinate with QA group to define/tailoring software development process, guide and train team members on software development & other supporting processes utilized and ensure the strict implementation of the process in compliance with ISO 9001 & CMM standards
- Co-ordinate development activities
- Manage project budget via quotation and monthly timesheet
- Produce activity reports for all operations of the team (monthly, weekly & ad-hoc)

Waiel digital

Project Manager

December 2019 - November 2021 (2 years)

- Estimate project workload and prepare proposal for prospect
- Identify user needs using wireframe and UML diagram
- Manage developer team using kanban or scrum
- Break down specification and ensure the mutual understanding between dev team and customers
- Report development progress to direction board
- Build up and manage the vendor team

Athena - www.weareathena.com

3 years 2 months

Project Manager

June 2017 - October 2019 (2 years 5 months)

- Team management and workload schedule.
- Project Design with software development, digital marketing, UX and UI teams.
- Quality assurance for website application and backend functionality
- Data structure engineering and data migration
- International Project Management (offshore).
- Agile Project Management (SCRUM & Kanban) as a SCRUM Master.
- E-commerce project management, consulting and strategy : e-commerce platform, PIM, DAM, CRM.

Assistant Project Director

September 2016 - May 2017 (9 months)

- Project Management for front-end, back-end needs.
- Writing technical & functional specifications.
- Budget and planning management, production monitoring, QA strategy definition.

Dimovie

Web Developer

August 2015 - March 2016 (8 months)

- PHP backend development
- Automation test using Selenium

McDonald's Corporation

Sales Employee

August 2011 - August 2013 (2 years 1 month)

Paris Area, France

- Crew trainer

Education

Université de Bordeaux

Master's degree, Computer Software Engineering · (2016 - 2018)

Université Pierre et Marie Curie (Paris VI)

Bachelor's degree, Computer/Information Technology Administration and Management · (2013 - 2016)

Université de Bordeaux

Bac +2, Computer/Information Technology Administration and Management · (2013 - 2015)

Université Denis Diderot (Paris VII)

Physics · (2010 - 2013)