


JANE NGO

PROJECT MANAGER


PROFILE

I am Jane Ngo, a Certified Associate in Project Management (CAPM ®). Currently, I am learning and contributing as a project leader for a non-profit organization, an engineer intern, and a freelance graphic designer.

 080-9674-9596

 janengo.work@gmail.com

 Kawagoe, Saitama

 janengo.site

EXPERIENCE

PROJECT LEADER & GRAPHIC DESIGNER

Vietnamese Professionals in Japan

Jan 2021 - Present

- Working with the project's sponsors to align goals and vision of the project with the goals and visions of the organization
- Planning, executing, and managing project's resources, cost, timeline, and communication
- Managing a team of more than 20 members, divided into 3 sub-teams: Content, IT, and Revenue
- Facilitating bi-weekly meetings with team leaders
- Supporting team leaders to finalize teams' workflow
- Facilitating resources to solve issues when needed
- Designing the website's interface
- Reporting to the project's sponsors and the organization's board of directors

SOFTWARE ENGINEER INTERN

JG Corporation

Apr 2022 - Present

- Creating a website application that helps managing the progress of interns using PHP and MySQL
- Reporting and presenting the output to managers

ADMINISTRATIVE ASSISTANT

HENNGE K.K. - President Office

Apr 2021 - Present

- Supporting my manager with scheduling meetings, and writing meeting memos
- Facilitating Englishnization project's activities, including assisting members to sign up to English courses
- Generating reports of members' progress in studying English
- Managing the President Office team's budget request applications, purchase orders, and invoices
- Supporting my managers to communicate with internal and external parties

SKILLS

- Leadership
- Problem Solving
- JIRA Software
- Google Suite
- PHP / MySQL
- HTML/CSS/JS
- Adobe Illustrator
- Adobe Premiere

EDUCATION

BACHELOR OF ARTS

Tokyo International University

2018 - 2022