

# KATHY TRAN

210.803.2026 | kathy.tran1305@gmail.com | [LinkedIn](#) | [Portfolio](#)

## Project Manager/Scrum Master

Dynamic, hands-on, bilingual Certified Project Manager and Scrum Master with 4+ years of experience managing multiple (software development, mobile development, open-source, and manufacturing) projects that meets demanding time restraints and exceed expectations. Team-oriented individual promoting exemplary presentation, software development, and risk oversight skills. Demonstrative Scrum Master with a background in communicating effectively with and leading high-performance teams. Considered expert in building effective teams with experience on scrum task board, scrum iteration board, Kanban board, Jira tool, and Jira task boards.

### PROFESSIONAL CERTIFICATIONS & TRAINING

Certified Scrum Master | Scrum Alliance  
Certified Associate in Project Management | PMI

### EDUCATION

Bachelor of Science – Finance | Capella University  
Front-End Development | Kenzie Academy

### PROFESSIONAL EXPERIENCE

#### KOCH | Wichita, KS

##### Scrum Master/PMO Advisor | Oct 2022 – Present

Recently, Koch acquired Molex and Georgia Pacific, and I am a scrum master for both teams. Part of my role is being a Digital transformation advisor to move the unit away from waterfall into an Agile mindset.

- Facilitated Scrum ceremonies – sprint planning, backlog grooming, daily scrums, sprint reviews, and sprint retrospectives.
- Implemented Agile best practices to create trust, transparency, collaboration, and ingenuity.
- Served as a scrum master for two scrum teams simultaneously.
- Partnered with the Product Owner, especially with grooming and maintaining the product backlog.
- Identified and resolved conflicts between the stakeholders and Product Owner to ensure a healthy professional working relationship.
- Empowered scrum teams with resources, directions, and clarifications to achieve their sprint goals and deliverables.
- Assessed each scrum team member's responsibilities and supported the team in maximizing efficiency.

#### SUSE | Phoenix, AZ

##### Technical Project Manager/Scrum Master | Oct 2021 – Oct 2022

Recently, SUSE acquired Rancher Labs, the organization I work under. Rancher Labs delivers open-source software that enables organizations to deploy and manage Kubernetes at scale on any infrastructure across the data center, cloud, branch offices, and the network edge.

- Facilitated Scrum ceremonies – sprint planning, backlog grooming, daily scrums, sprint reviews, and sprint retrospectives.
- Guided and coached the Scrum team and organized Agile and Scrum practices and values while meeting delivery commitments.
- Facilitated the breakdown of epics into actionable user stories to increase team predictability, sprint velocity and support the team to deliver effectively.
- Supported team using servant leadership style and leading by example.

#### AGILITYIO | New York, NY

##### Technical Project Manager | Jan 2021 – OCT 2021

Agilityio is a global team of software and UX engineers. They provide on-demand, experienced talents for forward-thinking startups and progressive companies.

- Facilitated Scrum ceremonies – sprint planning, backlog grooming, daily scrums, sprint reviews, and sprint retrospectives.
- Proactively identified and found ways to resolve issues to prevent distractions and keep projects on track.
- Researched current trends to stay knowledgeable in Scrum methods.
- Identified and resolved conflicts between the stakeholders and Product Owner to ensure a healthy professional working relationship.

#### **KENZIE ACADEMY | Indianapolis, IN**

##### **Program Advisor | Nov 2019-Jan 2021**

Kenzie Academy is an online & on-campus school training Software Engineers, UX Engineers, & Digital Marketers for rewarding, in-demand jobs. Provide mentorship and advisory services to students in the Full-stack engineering program with a focus on Gitlab, JavaScript, CSS, HTML, and Visual Studio while reporting to the Director of Instruction.

- Providing personalized written feedback to software engineer students with a combination of different tech stacks like HTML, CSS, JavaScript, Python, React Redux, Django, and SQL
- Organized and managed program development from conception through successful execution.
- Supported software engineering students and individuals with technical assignments, liaising between participants and program executives about needs.
- Provided ongoing direction and leadership for program operations.

#### **ANDEAVOR | San Antonio, TX**

##### **Business Analyst | Feb 2017-July 2018**

Andeavor is an American petroleum refining, marketing, and transportation company headquartered in Findlay, Ohio. Reported to the Rack/HVR Billing Supervisors, supporting the A/P and A/R departments balancing accounts, paying invoices, bank reconciliations, and assisting with payroll procedures.

- Analyzed and verified financial data utilizing SAP and Salesforce to ensure the integrity of accounting records and resolved discrepancies in reporting; accurately entered 1000 plus error-free entries per month.
- Identified costs and efficiency gaps by reviewing invoice reports with discrepancies in SAP and compiling information for recommendations for process improvements and standards; generated savings of \$70-100K monthly.
- Gained the appropriate approvals for processing payments and ensured timely and accurate invoices were sent to customers, customer satisfaction rate of 100% with positive feedback.

#### **HDR | San Antonio, TX**

##### **Senior Project Coordinator | Jan 2016-Feb 2017**

HDR specializes in engineering, architecture, environmental, and construction services. They are well-known for adding beauty and structure to communities through high-performance buildings and smart infrastructure.

- Assist project managers in adhering to contractual project timelines.
- Compile project data from internal data systems.
- Coordinate internal team schedules for document draft development, QC review, copy/editing production and deliverables.

#### **IHEARTMEDIA | San Antonio, TX**

##### **Project Coordinator | Dec 2014-Dec 2016**

iHeartMedia has the largest national reach of any radio or television outlet in America, serving over 150 local markets through 858-owned radio stations. Supported the Campaign Planning team in partnership with campaign strategists providing fulfillment of deliverables of Request for Proposals (RFP) from advertising clients.

- Cross-collaborated with leadership stakeholders in Sales, Marketing, Accounting, and HR to schedule appointments, plan meetings, update phone logs, maintain calendars, travel arrangements, and processing of expenses.
- Refined and cultivated a reporting system to provide management with the review of invoices and documentation surrounding vendor account management and new hire/internship processing procedures.