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SUMMARY

Experienced project manager with a demonstrated history of working in the computer software and retail industry. Skilled in software languages such as HTML, CSS, PHP, JavaScript, and LAMP Stack while having prior experience in using multiple APIs. Strong product management professional with a certification focused in Project Management from the University of Washington. Currently looking for project management positions to gain experience as a Project Manager.

EDUCATION

University of Washington   Seattle, WA

Certification in Project Management 2018

Bachelor of Arts Sociology 2015

Coding Dojo   Bellevue, WA

Full Stack Web Development Program: 12 week bootcamp with 1,000 hours of intensive coding experience
- Certified in the LAMP Stack

RELEVANT EXPERIENCES

Chevron   Nov 2017 – *Present*

Assistant Manager
- Supporting the store owner with day-to-day store operations and duties to ensure store is clean, adequately stocked, organized, and well-kept while supervising a three-member staff.
- Managing the back office by generating daily, weekly, monthly, annual reports for the owner while having a **daily turnover of over $15,000 dollars**.
- Monitoring daily gasoline prices from nearby gas stations to ensure that the store has a competing gas price.
- Coordinating the product placement in-store, maintaining inventory levels by anticipating customer demand, and handling purchase inventory by reviewing and verifying vendor's receipts during inventory restock.
- Implementing monthly promotions and insuring the POS system has updated the promotion to the appropriate price.
- Adjusting staff member's work schedule, assisting in the selection process for hiring new employees, and training them to perform their duties.
- Assisted with the transition of transferring product information and training all staff members from Wayne Nucleus POS system to Gilbarco POS system.
- Coordinated a hot food promotion to strengthen customer relationships, minimize perishable waste, and **reduce inventory costs by $800 dollars a month**.
- Communicating and strengthening the store's 15 vendors relationship to ensure inventory are well-stocked in a timely manner and also successfully established a Redbull relationship for the store.

(Capstone Project) Gilman Piano Factory Renovation Project   Jul 2018 – Nov 2018

Project Manager & Product Owner
- Project scope is to plan and execute the renovation of the factory to fully occupy tenants within 13 months and maintain the quality to achieve the highest LEED certification possible with a **$14 million budget**.
- Led the four, project manager team during the project lifecycle, specifically the planning phase, where I identified project requirements and specifications to create a defined scope and a Work Breakdown Structure (WBS) while developed estimates of activity resources and of activity duration to create the project's schedule.
- Monitored and controlled the schedule, budget, and resource with Microsoft Project and frequently used the Gantt Chart with the project team to discuss specific questions about the schedule.
- Identified and tracked key milestones and project's progress against the project's baseline, identified risks and created risk responses, and organized the project's planned cost breakdown.
- Established user stories and prioritized the Product Backlog for the development of a mobile application and website with a **team's velocity rate of 45 points**.

- Monitored and controlled software development issues with JIRA ticketing system.
- Successfully closed the project on time and within budget while administering the project close phase by collecting project records, identifying and documenting lessons learned, and archiving the project information for future use within the organization.
- Maintained an open communication between the project team, project sponsor, key stakeholder, and the Development Team during the project lifecycle.

Tacoma Central Presbyterian Church   Sep 2013 – Sep 2018
Assistant Director of Youth Group Ministry
- Reported directly to the Youth Group Pastor and assisted in developing and overseeing programs and activities that were directed toward middle school and high school students.
- Helped the local community flourish by finding opportunities for twenty students to volunteer at local food banks and partnered with YouthWorks during the summer.
- Trained and supervised staff during lesson planning that were administered during Sunday School and Small Groups.
- Planned and budgeted bi-annual retreats with an **average attendance of 50 - 80 students** in attendance and a budget of **$6,500 dollars** for lodging, activities, and snacks.
- Coached the high school boys basketball team and participated in youth tournaments in the Seattle/Tacoma area.

(Samsung Telecommunications) JnD Solutions   Apr 2016 – Apr 2017
QA Test Engineer II
- Contractor for Samsung that evaluated their mobile products to verify if testing software accommodated the specifications of AT&T 10777 documentation.
- Coordinated and executed various testing activities in order to verify and detect defects within Android software such as: functional testing, performance testing, battery consumption testing, white & black testing, issue reproductions, and regression testing.
- Collected and delivered required testing information for AT&T software team in a timely manner.
- Improved the device's factory reset test cases and automated scripts to **cut overall testing time by two hours and forty-five minutes**.
- Assigned to the Samsung Note 7, Note 8, and 8+ projects for both pre and post production.

PERSONAL & FREELANCE PROJECTS

OCPC Youth Group [Website]: A web application for the youth group that allows users know upcoming events and information about the church. *Technologies include*: WordPress, MailChimp, Google Analytics.

SmartMirror [Github]: An open source modular platform used to create a smart mirror for my personal use. *Technologies include*: MichMich's MagicMirror, Raspberry Pi, Electron, Pre-installed Modules

Sharon Harrah [Website | Github]: A web application where my client wants to showcase her work as a Social Media & Content Marketing Specialist. *Technologies include*: HTML, CSS, JavaScript, PHP, Twitter Bootstrap, Google Analytics, Heroku.

Personal Movies [Website | Github]: A web application to share my Korean movie recommendations to my friends so they don't always have to ask me what to watch. *Technologies include*: HTML, CSS, JavaScript, PHP, TMDb API, Twitter Bootstrap, Google Analytics, Heroku.

PROFICIENT SKILLS

Languages: HTML, CSS, PHP, SQL, JavaScript

Software & CRMs: Microsoft Project, JIRA, Visual Studio Code, Sublime Text, Terminal, MailChimp, WordPress

Methodology: Agile & Waterfall Methodologies, PMBOK's Project Management Body of Knowledge, MVC, OOP, RESTful