

# Paul Soonsung Kwon

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## SUMMARY

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Experienced project manager with a demonstrated history of working in the computer software 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.

## WORK EXPERIENCE

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### **(Capstone) 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.
- Assisted the team during the project lifecycle and presented the project to key stakeholders and project sponsor for project acceptance.
- Identified and tracked key milestones, prioritized risks, organized the project's planned cost breakdown, and created the Responsibility Assignment Matrix (RACI) after project acceptance.
- 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.
- 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*

- Worked under the supervision of the Youth Group Pastor that developed and oversaw programs and activities that were directed toward middle school and high school students in order to aid their spiritual development and growth.
- Helped the community flourish by finding opportunities for 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.
- Coached the high school boys basketball team and participated in youth tournaments in the Seattle/Tacoma area.
- Volunteered approximately 25 hours a week.

### **(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.

## **Asian Business Student Association | UW Chapter**

Jun 2013 – Jun 2015

### *Vice President*

- Organized events that gave an opportunity for members to network with professionals in various fields.
- Managed and oversaw all communication between professional representatives to maintain constant feedback and collaboration.
- Increased membership by 25% with the retention of current members.

## **Chevron**

Sep 2009 – Nov 2013

### *Assistant Manager*

- Primary role was to support the manager with day-to-day tasks such as overseeing the staff members and providing customer service whenever the manager was temporary unavailable.
- Coordinated the product placement in-store, maintained inventory levels by anticipating customer demand, and handled purchase inventory by reviewing and verifying vendor's receipts during inventory restock.
- Adjusted employee's work schedule and assisted in the selection process for hiring new employees.
- Prepared daily, weekly, monthly, and yearly revenue report by collecting, analyzing, and summarizing data from the POS system.

## **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

## **PROJECT MANAGEMENT SKILLS**

**Software:** Microsoft Project, Jira

**Methodologies:** Traditional Project Management, Agile Project Management (SCRUM, XP), Hybrid Project Management, PMBOK's Project Management Body of Knowledge