

# MINHVAN LE

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GitHub: [github.com/mple06](https://github.com/mple06)

Portfolio: [react-portfolio-mpl.herokuapp.com/](https://react-portfolio-mpl.herokuapp.com/)

## PROJECT MANAGEMENT | ACCOUNT MANAGEMENT | WEB DEVELOPMENT

Former project manager turned full stack web developer. Recently earned a certificate from the University of Washington Coding Program, with newly developed skills in Javascript, CSS, Node.js, Express, React.js and much more. A project management leader with strengths in communication and cultivating relationships. Strong ability to work independently as well as a team. Strategic thinker and self-motivated individual able to manage several projects and perform under pressure in fast-paced, deadline-focused environments. An innovative web developer and problem solver passionate about developing apps, with a focus on mobile-first design and development. Having skills in multiple facets of a business gives me a better understanding of it and helps create success. Excited to leverage my skills as part of a rapid, quality-driven team to build better experiences for all.

## TECHNICAL SKILLS

**Languages:** JavaScript, JQuery, HTML5, CSS3

**Technologies:** Node.js, Express.js, React, MySQL, NoSQL, Sequelize, MongoDB, Git, Heroku, JSON/API Integration

**Applications:** VSCode, Insomnia

## PROJECTS

**Dinner and A Movie** • <https://github.com/mple06/dinner-and-a-movie> •

[deannaboiani.github.io/dinner-and-a-movie/](https://deannaboiani.github.io/dinner-and-a-movie/)

*Recipe and movie search application using external APIs for food and movie based on search criteria*

**Technologies:** APIs, GitHub, Javascript

**E-Commerce** • [github.com/mple06/e-commerce-back-end](https://github.com/mple06/e-commerce-back-end)

*A back end application for E-commerce utilizing categories, products and tags involving associations and using CRUD*

**Technologies:** Express, MySQL, Sequelize, Insomnia

**Fitness Tracker** • [github.com/mple06/workout-tracker](https://github.com/mple06/workout-tracker) • [workworkout.herokuapp.com/](https://workworkout.herokuapp.com/)

*A workout tracking application utilizing Mongoose and MongoDB*

**Technologies:** Mongoose, MongoDB, Heroku, NoSQL

**Budget Tracker** • [github.com/mple06/budget-tracker](https://github.com/mple06/budget-tracker) • [trackmymonies.herokuapp.com/](https://trackmymonies.herokuapp.com/)

*A simple budget tracking application with online and offline functionality*

**Technologies:** Mongoose, MongoDB, Heroku

**Employee Tracker** • [github.com/mple06/employee-tracker](https://github.com/mple06/employee-tracker)

*A content management system application using command lines*

**Technologies:** Node.js, MySql, Inquirer

### SKILLS AND CORE COMPETENCIES

- |                        |                          |                          |
|------------------------|--------------------------|--------------------------|
| ▪ Project Management   | ▪ Relationship Building  | ▪ Microsoft Word, Excel, |
| ▪ Account Management   | ▪ Process Analysis       | PowerPoint, Outlook,     |
| ▪ Strategy Development | ▪ Social Networking      | ▪ Access & Publisher     |
| ▪ Training/Development | ▪ Teamwork/Team Building | ▪ Data Entry             |

### PROFESSIONAL EXPERIENCES

#### **Systems Source • Seattle, WA • Sept. 2018 - June 2020**

##### **Project Manager**

- Managed various types of requests from multiple sources through effective prioritization and time management ranging from simple to complex requests.
- Managed 30-50 small to large scale projects of customized commercial furniture from beginning to end including creation, ordering, delivery, installation, and much more.
- Key strategist in creation and spearheaded different programs such as Stocking program and Online Portal Program that was used and implemented across multiple clients company wide.
- Coordinated and handled confidential information pertaining to personal performance matters, labor relation, negotiations, and other communication.
- Independently arranged and coordinated meetings, installations, deliveries, pickups and dropoffs.
- Prepared and delegated reports for external and internal clients for weekly, monthly, and quarterly reports.
- Managed high profile clients such as Seattle Children's Hospital, City of Seattle, and University of Washington producing net profit from 100k-500k+

#### **Nordstrom • Seattle, WA • Sept. 2017- Sept. 2018**

##### **Merchandise Coordinator**

- Worked directly with Buying Teams on various projects to ensure products get to all stores quickly and efficiently to maximize profit.
- Demonstrated ability to simultaneously work on 10+ projects at a given time on a daily basis completed within a specified SLA.
- Built and maintained strong relations with internal and external business partners by raising metrics from 60-70% to 95-100% each month.
- Served as the first point of contact for all vendor service requests and escalations. Handled inbound service requests and ensure that they are properly addressed in a timely manner.
- Liaise with other internal departments as required to resolve vendor's issues and questions.
- Utilized problem-solving, analytic, and multi-tasking skills to ensure each assignment met deadline.
- Delivered timely, accurate and professional operational support to all vendors within a specified SLA.
- Demonstrated excellent time-management skills and the ability to work independently while utilizing resources, policies and procedures.

#### **Nordstrom • Seattle, WA • Dec. 2016- Sept. 2017**

##### **Merchandise Specialist**

- Managed creation of new suppliers, vendors, brands, and labels from beginning to end.
- Helped vendors onboard new and existing self-support services.
- Served as the first point of contact for all vendor service requests and escalations. Handle inbound service

requests and ensure that they are properly addressed.

- Utilized problem-solving, analytic, and multi-tasking skills to ensure each assignment met deadline.
- Delivered timely, accurate and professional operational support to all vendors within a specified SLA.
- Analyzed business processes for optimization, create proposals to business partners and implement a new process for time reduction.
- Managed integration process of multiple Nordstrom systems, such as Nordstrom Rack, Hautelook, and JWN Systems of over 1.5K business partners for seamless transition.

## EDUCATION

**University of Washington • Seattle, WA • 2016**

**Bachelor of Arts in Communication**

- Relevant Coursework: Social Science Communication Research, Interpersonal Communication, Business & Economic Calculus, Accounting, Statistical Methods

## CERTIFICATION

**University of Washington • Seattle, WA • 2021**

- Full Stack Web Development

## VOLUNTEER

**Food Lifeline • Seattle, WA • 2021-2022**

- Volunteer: Sorting and packing a variety of food for distribution to other food banks - 40+ hours