MINHVAN LE

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GitHub: github.com/mple06
Portfolio: https://ml-react-portfolio.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

E-Commerce ▪ 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 ▪ workworkout.herokuapp.com/
A workout tracking application utilizing Mongoose and MongoDB
Technologies: Mongoose, MongoDB, Heroku, NoSQL

Budget Tracker ▪ github.com/mple06/budget-tracker ▪ trackmymonies.herokuapp.com/
A simple budget tracking application with online and offline functionality
Technologies: Mongoose, MongoDB, Heroku

Employee Tracker ▪ 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

VOLUNTEER

Food Lifeline · Seattle, WA · 2021

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

CERTIFICATION

University of Washington · Seattle, WA · 2021

- Full Stack Web Development