# Loan Nguyen Chau – Technical Project Coordinator

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## EDUCATION & ACHIEVEMENTS

- Senior student in Bachelor of Information Technology at RMIT Vietnam (Feb 2021 – expected Oct 2023)
- Certifications:
  - Web Development issued by Ho Chi Minh University of Technology, Center of Computer Engineering in December 14, 2021, Credential ID CV0009/21/TTR
  - IELTS 7.5 (Listening: 8.0, Reading: 9.0, Writing: 6.5, Speaking: 6.0) issued October 23, 2020
- Achievement: Top 5 winners and The most impressive team voted by audience of KMS Fresher Bootcamp

## NOTABLE SKILLS

**Core Profession Knowledge:** Project Management (Team Building, Scope Management, Changes Management, Risks Management, Quality Assurance), Agile/Scrum Methodology, UI/UX Design using Figma, Microsoft 365 Apps (Words, Powerpoint, Excel)

**Technical Knowledge**: PHP, CSS, CSS 3, HTML, HTML 5

**Soft Skills:**

- Presentation
- Problem-solving
- Decision-making
- Interpersonal Communication
- Strong Leadership
- Team Building

## EXPERIENCE

**Netcompany – Social Suggestion Project – Role: Business Analyst, Project Coordinator**

- **Time**: April – September, 2023
- **Description:** a Location-based Social Networking system for internal usage of Netcompany where users can suggest places to coworkers, create social events and itinerary plans.
- **Client:** Netcompany and RMIT University
- **Responsibilities:**
  - Manage transparent communication: Act as contact point between client and project team to bridge mul[ture understanding, and agreement between two parties, keep authorized personnel informed of project progress
  - Manage Project: Coordinate resources, Elicitate requirements from client and estimate project team abilities in order to define suitable scope, define project activities, estimate detailed timing, scheduling
  - Maintain documentation deliverables

**Kyanon Digital – Various Projects - Project Coordinator**

- **Time**: July – November, 2022
- **Description:** Kyanon Digital is a Vietnam-based technical outsourcing company with over 300 employees working in both Vietnam and Singapore.
- **Responsibilities:**
  - Manage Project Team: Create and maintain productive environment for team to feel engaged and motivated
  - Manage Project Scope: Elicitate requirements, define suitable scope, verify scope and control scope variations during development
  - Manage Project Quality: ensure project is delivered on time, on budget, and align with the scope of work
  - Manage Changes and Risks: identify potential risks, and changes, analyze and plan mitigation measures and take actions when necessary
  - Manage Communication: ensure information are distributed correctly within teams and stakeholders, keep everyone informed, and up-to-date, know what to expect, report to authorized parties