

REBECCA CHAN

Project Manager

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ABOUT ME

I am an experience project manager with a strong foundation in Software Development and Business. I am eager to secure a role as an IT Project Manager where I can apply my technical skills, organizational abilities, and expertise in coordinating complex tasks. My experience has honed my communication and problem-solving skills, making me adept at working with clients and internal teams to ensure efficient and compliant processes. I am dedicated to delivering results and optimizing operations, even in challenging environments.

STRENGTHS AND EXPERTISE

Project Management	Problem-Solving	Team Leadership
Attention to Detail	Teamwork	Communication
Organization Skills	Decision-making	Client Relationship Management
ClickUp, Ms Visio, Ms Office	Waterfall, agile, SCRUM	Change & Risk Management

TECHNICAL SKILLS

Next.js	Python	Oracle SQL & PLSQL
React Native	C#	Azure AI
HTML, CSS & Javascript	Java	Git & Github

PROFESSIONAL EXPERIENCE

Project Manager

Ninox Games

Hong Kong & Canada

Aug 2020 – Sep 2023

- Successfully managed and coordinated multiple board game production projects, overseeing project timelines, budgets, and resources.
- Collaborated with a global network of game designers and publishers to understand and address their specific requirements, cultivating strong client relationships.
- Led cross-functional teams, fostering effective communication and teamwork among designers, production staff, and quality control experts.
- Prepared detailed project quotations for clients, demonstrating accuracy in cost estimation and project timelines.
- Implemented a project tracking system that significantly improved project monitoring and reporting, enhancing project efficiency.

Project Manager

Icicle Group

Hong Kong

Jul 2017 – Jun 2020

- Efficiently managed a diverse range of projects within tight deadlines, including design and creative, print and packaging, digital website, and gift and premiums, ensuring they were completed on time and within budget.

- Proactively identified opportunities for account growth and recommended improvements to enhance client satisfaction.
- Collaborated with cross-functional teams and vendors to identify and resolve issues, consistently delivering value-added services to clients.
- Utilized advanced project management tools to enhance efficiency and client satisfaction.

Artwork Coordinator

MGB METRO GROUP Buying HK Ltd

Hong Kong
Jul 2016 – Feb 2017

- Successfully facilitated communication between design agencies, photographers, translation companies, and vendors to coordinate artwork production, ensuring that all projects met customers' specific requirements.
- Managed the quality of all packaging artwork projects, maintaining a keen eye for detail.

EDUCATION

Southern Alberta Institute of Technology (SAIT)

Jan 2023 – Present

Diploma in Software Development

Current GPA: 3.93 / 4.00 (Expected Graduation: Aug 2024)

Western Michigan University (WMU)

Bachelor of Business Administration – Major in Computer Information Systems

CGPA: 3.38 / 4.00

Project Management Institute (PMI)

PMP Certification – in Progress (Exam scheduled in coming months)

PROJECTS

ParkEase (Desktop & mobile App)

Tools Used: .NET MAUI, MongoDB, Google Map API

Github: <https://github.com/rebeccachan13/ParkEase>

CinemaPicks (Web App)

Tools Used: Next.js, TailwindCSS, external APIs, Vercel

Github: <https://github.com/rebeccachan13/cinema-picks.git>

Live Demo: <https://cinema-picks.vercel.app/>

Farmer's Market (UX & UI) – Project Leader

Tools Used: Figma

Live Demo: <https://shorturl.at/HKXin>

LANGUAGES

English – Fluent

Cantonese – Native

Mandarin - Fluent

EXTRACURRICULUM ACTIVITIES

Peer Mentee, Peer Mentorship Program

Southern Alberta Institute of Technology (SAIT)