

THONG MINH TRAN

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•GitHub (<https://github.com/thongminhtran>)

SUMMARY OF SKILLS AND QUALIFICATIONS

Operating Systems | • Windows 10 • MacOS

Applications | • Microsoft Word • Excel • Eclipse • Visual Studio • IntelliJ IDE • Webstorm IDE • Microsoft Teams • Outlook • Citrix Desktop • Jira • Trello • Github Kanban board • Bitrix24 CRM

Programming | • C++ • Java (8 & 11) • JavaScript • Angular 10 • PHP • HTML5 • CSS3 • NodeJS

Platforms | • MySQL database • Github CI/CD with Heroku • Apache (XAMP) • Maven (for Java) • NPM (for NodeJS)

Methodologies | • Agile and Scrum • Object Oriented Programming • Test Driven Development (TDD)

Other | • Git (with Github) • Jenkin (CI) • Junit Unit Test for Java • WordPress and WooCommerce development • Jest Unit Test for Javascript

Languages | • English (Advanced) • French (Beginner) • Vietnamese (First Language)

Licenses & Certifications | Valid driving permit (Quebec license)

EDUCATION

Bachelor of Computer Science - General Program Co-op

2019- 2023 (Expected)

Concordia University, Montreal, QC

- Member of the Institute for Co-operative Education
- Relevant Courses: Object-Oriented Programming (with Java 8), Probability and Statistics for Computer Science, Web Programming (with PHP7 and Javascript, CSS3, HTML5), Data Structures and Algorithms (with Java 8)

WORK EXPERIENCE

Custom Canada - Business Analyst Intern

May 2021 – present

[C.H.Robinson](#), Montreal, Quebec

- Accomplished the strong communication and collaboration with support staffs and Canada custom releases staffs, by delegating emails and documents every day to individual teams. Worked as a intermediate connector between documentation team, clients, and release staffs.
- Collected business requirements by connecting with support staffs and Canada custom release teams and observe the operating activities every day, documented the requirements so IT team can understand how to improve the current workflow.
- Strong attention to detail by checking all errors happened by data entry team, communicate with IT team to fix bugs or errors caused by human mistakes, as well as make sure all Canada custom release transactions go through the internal system to CBSA smoothly every day.
- Get familiar with the internal system such as Datacap (the software to import Microsoft word documents and extract data so users don't need to manually enter data), IRS3 (the internal wiki system to keep track all products/items and its custom rates, NCC (the internal transaction systems to manage and send all transactions to CBSA (Canada Border Service Agency), and the Navisphere (the US internal system to send all Canada data back to US – the head quarter center of C.H.Robinson). With this knowledge, I document all user cases and training documentations, so when new members join our team, they can refer my documentation.
- Microsoft Word, Microsoft Excel.

IT Intern & Part-time

May 2020 – April 2021

Vanntechs Web Studio, Montreal, Quebec

- Accomplished the deep understanding on WordPress and WooCommerce, with plugins integration by completing 4 Wordpress website projects during the time I worked there.
- Worked as a business analyst to communicate what clients need and require, with the outsource team located in India, Philippine, and Dominican Republic.
- Kept track the project timeline and updated to the company's internal Trello board and the client's Trello board.
- Kept track of clients communications and emails by the company Bitrix24 CRM software.
- Projects I completed: <https://darchisystems.com/> , https://huongxua-anjou.com/fr_ca/

INTERESTS

Reading	Stack Overflow, Medium, Reddit (for CS Career channel)
Sports	Bicycle
Passions	Code and communicate with people