



TRUNG, NGHIEM DUY

PROJECT MANAGER

[addr] Linh Dam, Hoang Liet, Hoang Mai, Hanoi
[tel] 0975 752 408
[email] duytrung17@gmail.com
[Inkdin] duytrung17
[web] bit.ly/duytrung

ABOUT ME

Dream big, learn more, work smart, and never give up.

EXPERIENCE

VINSOFTWARE [VINGROUP]

Mar '19 - Present

Product Owner | Project Manager

- Forecast, analyze, consult, propose solutions and functions based on requirements from stakeholders.
- Prepare general plan and define the budget of project.
- Make business requirements documents, project evaluation documents.
- Draw business flows, create wireframes of system and design database.
- Define SOW and break down into Epics, Features, User Stories, Tasks, collaborate with development team to manage in sprints in Agile method - Scrum framework projects.
- Create US notes, including description, flow diagrams, acceptance criterias, wireframes, etc.
- Program in HTML, CSS, JavaScript, Bootstrap library.
- Write test scenarios and cases, test the systems.
- Hold meetings with stakeholders, manage CRs.
- Supervise and organize team meetings periodically to evaluate the project progress, resolve issues and propose solutions.
- Create user manuals, presentations, make videos to instruct users. Organize UAT and training sessions.

Projects:

Vinschool Mobile App	Aug '20 - Present
Project Manager/Product Owner	
Charitable Donation Management System	Apr '20 - Oct '20
Project Manager/Product Owner	
Bulletin Board of Saba Training Information	Nov '19 - Jan '20
Product Owner/Business Analyst	
Human Resource Portal	Sep '19 - Feb '20
Business Analyst/Coordinator	
Internal E-commerce	Jun '19 - Aug '19
Business Analyst	
Vinsmart Support Website	Mar '19 - Jun '19
Business Analyst	

TECHMASTER
Back End Developer

Aug '18 - Feb '19

- Programmed in Golang, postgresSQL database in project code123 that implemented micro-services architecture, Agile method - Scrum framework.
- Proficiency working in HTML5, CSS3, JavaScript, JQuery, Bootstrap, basic knowledge of Nuxt.js, Vue.js.
- Good understanding of UI/UX design.
- Knowledge of Data Structures and Algorithms, database design.

IDVN LAWYERS
Data/Trade Analyst

Oct '16 - Jul '18

STATE AUDIT OFFICE
Auditor

Jul '08 - Sep '16

AGRIBANK
Accountant

Feb '07 - Dec '07

TECHNICAL SKILLS

- Graphic: Photoshop, Balsamiq, Figma, InVision
- Design: Visio, Lucidchart, Mindmap
- Plan: Jira, Teams, Excel, Project
- Document and Present: Word, PowerPoint
- Database: Microsoft SQL Server, MySQL Workbench, DBeaver
- Program: Git, Visual Studio Code, Visual Studio

SOFT SKILLS

- Manage multiple projects at once.
- Lead and motivate team to progress projects, resolve conflicts and boost team spirit.
- Deal with clients on an appropriate schedule and SOW.
- Control risk and time management.
- Communication and problem-solving.

ENGLISH

Listening 
Speaking 

Reading 
Writing 

EDUCATION & CERTIFICATION

iPMac Networking Academy | **Hanoi**
CCNA

Jan '07

Banking Academy | **Hanoi**
Bachelor's Degree of *Finance and Banking*

'02 - '06

REFERENCES

Available upon request.