



# TRUNG, NGHIEM DUY

## PROJECT MANAGER

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## ABOUT ME

Dream big, learn more and keep moving forward.

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## EXPERIENCE

### VINSOFTWARE

**Project Manager | Business Analyst**

May '19 - Feb '21

### VINSMART

**Business Analyst**

Mar '19 - Apr '19

- Process, forecast and propose solutions based on requirements from stakeholders.
- Initiate general plan, allocate resources and estimate the budget of project.
- Establish meetings with stakeholders to discuss and negotiate.
- Determine SOW and CRs, break into backlogs and prioritize items for each sprints in Agile method - Scrum framework projects.
- Supervise and hold team meetings periodically to evaluate the project progress, ensure the product meets customer's requirements and milestones.
- Draw business flows, create wireframes of system and design database.
- Generate US documents, including description, flow diagrams, acceptance criterias, wireframes.
- Complete and execute test scenarios/test cases.
- Create user manuals, presentations, make videos to instruct users. Establish UAT and training sessions.
- Implement acceptance and handover of the final product.
- Experience working with projects that implementation of data synchronization between systems.
- Experience working with mobile app development project.

### Projects:

#### Vinschool One

Aug '20 - Feb '21

Project Manager/Business Analyst

#### Charitable Donation Management System

Apr '20 - Oct '20

Project Manager/ Business Analyst

#### Bulletin Board of Saba Training Information

Nov '19 - Jan '20

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

Aug '18 - Feb '19

### Back End Developer

- 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

Oct '16 - Jul '18

### Data/Trade Analyst

## STATE AUDIT OFFICE

Jul '08 - Sep '16

### Auditor

## AGRIBANK

Feb '07 - Dec '07

### Accountant

## TECHNICAL SKILLS

- Graphic: Photoshop, Balsamiq, Figma, InVision
- Design: Visio, Lucidchart, Mindmap
- Plan: Jira, Redmine, 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



Reading



Speaking



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.