**Yun-Chu (Dory) chen**

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(951)941-6079

**OBJECTIVE**

Hard working project management intern seeking a full time job to benefit an organization with my proven leadership, problem solving and organizational skills.

**EDUCATION**

**University of California, Irvine - Extension, Irvine, CA**  Accelerated Certificate Program in Project Management - Certificate awarded March 2016

**University of California, Irvine-Extension, Irvine, CA** Accelerated Certificate Program in Global Human Resource Management - Certificate awarded December 2015

**Feng Chia University, Taichung, Taiwan**

Bachelor’s Degree in International Business Administration – Graduated December 2016

**WORK EXPERIENCE**

**MSC Software Corporation**

*Software companies and the worldwide leader in multidiscipline simulation.*

**PMO Intern** 2016

* Provided administrative and basic project support services.
* Performed coordination, communications and actions tracking as well as monitor type activities for the leads and executives.
* Determined and discerned requirements on larger scale projects to establish the project deliverables, and manages changes to the project scope, schedule and quality requirements through management change history.
* Managed project initiation/planning, execution, controlling and closing of phase.

**Preschool English Tutor Organization, Taichung, Taiwan**

*Providing elite educational experiences for preschool age children.*

Private English Tutor 2014-2015

* Communicated and recommended individual curriculum and teaching method with parents.
* Recruited, trained and managed potential tutors and led feedback sessions with parents, students and tutors.
* Planned and organized an appropriate schedule for each student according to his/her age, personalities etc.

**Soundhome Organization, Taiwan**

*Largest hearing impaired training organization in Taiwan.*

**Private Tutor** 2012-2014

* Educated hearing impaired children with school assignments and verbal communication.
* Identified each students’ needs and designed personal teaching method.

**SKILLS**

**Language** English (Fluent), Mandarin (Native Language)

French (Beginner)

**Computer Skills**

* Proficient in Microsoft suite (Word, Excel, PowerPoint), Agile JIRA
* Prezi, Moviemaker,WIX Website Maker, OneNote, OneDrive,
* Linkedin, Istagram, Snapchat, Whatsapp, Skype, Lync, Webex

**ACTIVITIES** Student Association in Feng Chia University 2013-2014