

SAM YEE XUAN NG

Project Manager | Community Operations Analyst |
Fullstack Developer

Detail-oriented project manager with experience leading cross-functional teams and delivering community and tech-driven projects. Proven success in **stakeholder communication, project planning, and team coordination**. Google-certified with a background in operations and full stack development, bringing both strategic oversight and technical understanding to projects.

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My Portfolio :
www.samyxng.vercel.app

Professional Experience



Volunteer Project Manager

Cantonese in Ireland, NGO

June 2023 to May 2024

- Led the €5,000 NEIC-funded community project to launch <https://irelandinfo.ie>.
- Built project plans, coordinated site launch, managed translators/designers, and met all milestones.
- Delivered stakeholder updates and ensured SEO and accessibility compliance.

Community Operations Analyst

Covalen Solutions

Nov 2019 to present

- Led Agile-based cybersecurity initiative focused on phishing, collaborating with clients and stakeholders to build the project from scratch.
- Proposed and implemented workflow improvements for moderation accuracy and speed.
- Served as Legal Enforcement POC for APAC; collaborated with global teams to ensure compliance.
- Analyzed platform data to flag trends, improve policy application, and reduce risk.

Education History & Certifications



LLB Bachelor of Laws

Institution: Griffith College Dublin

Sept 2017 – May 2019

Full Stack Developer Bootcamp

Institution: Epicode

Nov 2022 – May 2023

Google Project Management: Professional Certificate

Google Data Analytics: Professional Certificate

Skills

Project Management :

- Agile
- Scrum
- Waterfall
- Risk Management
- Stakeholder Management

Tools :

- Trello
- Kanban
- Asana
- Excel

Languages

- Mandarin (Native)
- Cantonese (Native)
- English (Fluent)
- Malay (Fluent)