



Huynh Dang Quang

Assistant Project Manager

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Career Objective

With my experience in Information Technology projects, I have in-depth knowledge of project management skills. I am focused on supporting teams and projects to operate efficiently, ensuring the highest quality and achievement of objectives in every project. Committed to fostering collaboration, willing to learn continuously and support the team to achieve overall project success.

Experience

Assistant Project Manager

Wolffun Game - 3 years

- Managed teams of 16-19 members, applying Agile (Scrum) and Waterfall methodologies to manage and track projects.
- Planned, monitored progress, resource, risks and ensured projects met committed quality and deadlines.
- Organized meetings to discuss status, gather feedback, resolve issues, and collaborate with stakeholders (CTO, PO, Developer, Designer,...)
- Managed client communication through transparent and accurate information exchange.
- Being a practitioner of servants leader. Always willing to learn continuously and support the team to help the project achieve success.

Project Coordinator

NCSOFT Viet Nam - Over 2 years

- Create and maintain project documentations including requirements, scope statement, create schedule, allocate resource, and risk management plan.
- Collaborate with technical and design teams to ensure the quality and aesthetic appeal of the final product.
- Monitor progress, manage changes and collect lesson learned to improve project results.

Project Planning Specialist

Digital Works Viet Nam

- Over 3 years

- Experienced Project Planning Specialist (team size 7), managing a project using a Waterfall and Hybrid approach. Successfully delivered the project on schedule, within budget, meeting quality criteria.
- Monitor project risks and report issues to management.
- Plan scope, schedule management and collaborate with teams to enhance overall performance.

Education

Project Management Professional - PMP

Atoha Institute | PMI-APT Premier

AI for Project Management

Atoha Institute & TIA Education

Bachelor of Business Administration

Hoa Sen University

Core Skills

- Have experience with Waterfall, Agile (Scrum) and Hybrid approach.
- Ability to analysis and identify success factors, opportunities, challenges and build effective project solutions.
- Collaborate & Problem Solving with project team and stakeholders.
- Strong organizational, time management, communication skills and negotiation skills, ensuring effective management of multiple projects.
- Proficient in Microsoft Office and project management tools (Jira, Trello, Notion, Spreadsheets and monitoring tools,...)
- Applying AI supports in process automation and enhancing efficiency in project management processes, monitoring and controlling.

Hobbies

- Continuous learning:
Reading books.
- Team sports:
Badminton and Running.