



+84 979 88 33 44



tuan.nm199@gmail.com



Ho Chi Minh city, Vietnam



NGUYỄN MINH TUẤN

Project Manager qualified with over 3 years of experience working for national organization, proven with record of managing projects from proposal to achievement, team design and development. Skilled in working as team leader, coaching individuals into mutual success.

LANGUAGE

Vietnamese	Native speaker
English	Business level
Japanese	JNPT N4

STRENGTH

Organization	<div style="width: 90%;"></div>
Collaboration	<div style="width: 85%;"></div>
Risk mitigation	<div style="width: 75%;"></div>
Coach	<div style="width: 70%;"></div>
Flexibility	<div style="width: 60%;"></div>

TOOLS AND METHODOLOGY



MS Office



Basic Design



SCRUM



Listen

CAREER ACHIEVEMENTS

Innovative Software Creator

- ◆ 3rd Rank National, 2008
- ◆ 2nd Rank International, 2008

Excellent Staff

- ◆ VCCI Can Tho, 2017 and 2018
- ◆ Can Tho city Award, 2018



EXPERIENCE

COACH @ EMBRACE-IT

Aug 2019 – Jan 2020

Coach member of Vietnam Branch to team of 6 with key responsibilities:

- ◆ English Customer Service training
- ◆ IT Team management and development training
- ◆ Restructure and business development consulting

Left upon dissolution of Vietnam Branch.

PROJECT MANAGER @ VIETNAM CHAMBER OF COMMERCE AND INDUSTRY

Aug 2015 – Feb 2019

Trade and Investment Promotion Specialist coordinating Japanese Investment Promotion Project, multi-tasking with proper priority and time management based on independent judgement of the situation with key responsibilities:

Plan of a 5-year Project, 4 years of execution

- ◆ Project management plan to ensure completion of tasks
- ◆ Lead of R&D to make annual changes and development proposal

Communication and networking

- ◆ Collaboration with other parties: sponsors, customers, suppliers and co-host
- ◆ Customer service to satisfy 43-67 partners each year

Branding and IT management

- ◆ Project branding
- ◆ IT Management: website, CMS, database structure
- ◆ Fanpage and website admin

Working directly with Director to provide middle management

- ◆ Human resources: team of 36-42, directly control 3-6
- ◆ Annual Financial plan of \$35,000 – \$192,000 (with Charter Flight)
- ◆ Volunteers mass recruitment and training (70-92)

Left upon accomplishing the target mission.

PART-TIME JOBS

2013 – 2016 CLE Training Staff @ School of Law, Can Tho University

2012 – 2013 Content Editor @ GameVN.com
Subtitle Translator @ HDViet.com



EDUCATION

2018 KAIZEN AND INDUSTRIAL MANAGEMENT
VCCI Can Tho, Private Course

2017 – 2018 PRIVATE COURSES
Mekong Delta Entrepreneurs Training Center
Branding & Registration, Online Marketing, Website SEO, CEO, CFO

2017 MANAGEMENT FOR MIDDLE MANAGER
VCCI Can Tho, Private Course

2016 PROJECT MANAGER
VCCI Can Tho, Private Course

2011 – 2014 BACHELOR OF COMMERCIAL LAW
Can Tho University, Academic Degree



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In submission to
Navigos Search

Dear Sir or Madam,

My name is Minh Tuấn, currently looking for a new opportunity in IT industry, and I know ITFinder is a solid recruiting firm specialized in IT sector. Please excuse my sudden approach as I do hope that you are willing to listen, as much as provide your potential support.

I commenced my career in Vietnam Chamber of Commerce and Industry (VCCI) as a project coordinator, where my mission was to support domestic and international enterprises in their investment decision to the Mekong Delta, as frequently as connect SMEs to the government for legal support.

It was not much later than 19 months of working in VCCI, I was officially promoted to project manager position to satisfy the international market, with commercial and investment promotion projects. High pressure, an enormous volume of work and private training courses have shaped me into a well-organized yet scrupulous manager, honed various management skills. Although I could only experienced 3 full financial years, my last Director encouraged me to leave as he appraised me as an employee with 5 years of experience, from the stand point of work and growth.

After fulfilling my youth dream of officially bringing Pokémon to my city along with a Vietnam - Japan Charter Flight Project, I left the position to get ready for a life-long career. I took a break of one gap year to realize that IT and video games are always my interests, and fortunately, I can use my basic IT knowledge to back up middle management.

And that is my story, which I am desperate to start a new chapter. However, it is not such an easy task as I am fresh to IT industry employment, but also a former IT guy with well-trained set of skills.

It would be really ideal if you are willing to provide me with your time so mayhaps, we make further engagements. I am looking forward to holding a conversation with you to discuss any factors that you might be interested in.

Thank you very much for your time and possible consideration.

Yours Faithfully,

Minh Tuấn (Edward) Nguyễn