

SUNG SOO HAN – TECHNICAL PROJECT MANAGER

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SUMMARY

Self-motivated Technical Project Manager who is driven by process improvement and results-driven settings. Highly skilled in initiating, designing, planning, executing, monitoring and completing projects on time and within budget. Experience in software development projects provides an advantage in finding solutions to problems and determining modifications for optimal delivery of projects.

TECHNICAL SKILLS

Software: Information Technology HTML, CSS, JavaScript, Machine and Software Learning, Cypress, Git

Tools: Predictive and Agile Methodologies, Scrum Workflow, Jira, Asana, Slack, Trello, Shotgun

Additional Skills: Stakeholder Management, Project Life Cycle, System Development Life Cycle, Project Documenting, Budgeting, Sponsor Concerns Management, Scheduling, Task and Risk Management

TECHNICAL PM PROJECTS

Project Charter: | *Thoughtful* | [Link](#) 12/2022

- Project organization documents - project charter, RACI chart, and requirements management documents.
- Agile methodologies, identified stakeholders, budget estimation, requirements discovery, constraints identification, risk management, project scheduling, constraints management.
- *Technology:* Gantt Charting, Google Suite, Microsoft Excel

Communications Management Plan: | *Thoughtful* | [Link](#) 12/2022

- Developed communications plan, constraints, requirements, flowchart, meeting guidelines, escalation process, stakeholder communications requirements, leadership statement, team operational guidelines.
- Gathered information for the project kickoff meeting, created communications approach, set team leadership guidelines, utilized public speaking and group facilitation skills to lead a project kickoff meeting.
- *Technology:* Zoom, Google Docs, Google Slides, Google Spreadsheets

Budget and Scheduling: | *Thoughtful* | [Link](#) 01/2023

- Coordinated details of budgeting, calculating cost and schedule earned value formulas, creating a project schedule. As well as, plan and lead status update presentation for senior management.
- Stakeholder management, forecasting, budget management, and oral communication skills
- *Technology:* Repl.it, Github, Google Docs, Excel and Google Sheets, Excel formulas, Google Slides, and Zoom

PROFESSIONAL EXPERIENCE

Cigna Santa Monica, CA
Frontend Developer 09/2022 - Present

- Defined 10+ tasks & escalated unclear expectations with stakeholders.
- Led discussions with key stakeholders over product backlog requirements.
- Directed over 3+ cross-functional teams across multiple micro-frontend projects.

BNY Mellon New York, NY
Frontend Technologist 05/2022 - 09/2022

- Developed and led SDLC plan in developing UI/UX modules that grew company revenue by 80%.
- Prioritized Product Roadmap with developers aligning product vision with the market needs and business strategy. Owned user tasks and reached goal 1 month before forecast.
- Evangelized the Agile mindset by partnering with team members in keeping the system design.

The Hartford Hartford, Ct
Frontend Developer 11/2021 - 05/2022

- Created and led code review sessions that better services developers in finding solutions which resulted in no defects in over 80% of merge requests.
- Increased unit testing coverage to 100% in 3 months, by writing unit tests with code merge.
- Optimized number of weekly defects from six to one, by streamlining technical analysis process.

The Avon Company

New York, NY

Digital Content Manager

02/2021 - 10/2021

- Created 6+ campaigns working with 4+ cross-functional teams to implement key objectives.
- Managed content using CMS - Umbraco/Magnolia.
- Increased sales user flow that contributed to sales over \$5 million by restructuring campaigns in application.

ManTech International, Inc

Owning Mills, MD

Frontend Developer.

12/2019 - 02/2021

- Developed the EQRS(End Stage Renal Disease Quality Reporting System) app that increased the CMS customer base by +15,000 people.
- Implemented unit testing using Jest, which increased all module code coverage to a baseline of 85%.
- Communicated & developed stakeholder defined tasks/milestones.
- Increased server query response time by 15% by restructuring API.

Seoul Broadcasting System, Inc

Washington, DC

Media Coordinator

06/2018 - 11/2019

- Managed project budgets and timelines by ensuring quarterly reports are delivered on time, in-scope and on budget.
- Led presentations and communicated project strategies, statuses, risks and key decisions within project teams, stakeholder meetings, and with Senior Management on a regular basis.
- Identified, researched, analyzed, managed risks and interdependencies within multiple large projects and formulated plausible solutions and contingency plans in consultation with stakeholder as necessary.

EDUCATION

Thinkful

Online

Certificate, Technical Project Management

12/2022 - 01/2023

- Program included technical aspects of project management, timelining, budgeting, networking, and team motivation.
- Learned through readings, assignments, presentations, and mentorship sessions.

ScrumAlliance

Online

Certificate, Certified ScrumMaster® (CSM®)

12/2022 – 12/2022

- Recommended by Fortune 100 customers. Taught by Dr. Bob Schatz, PhD in Strategic Leadership Management. Perfect 5-Star Google Rating by Students - "Bob was fantastic in delivering valuable content along with insightful anecdotes from his own experience!"

Coursera

Online

Certificate, Google Project Management

09/2022 – 10/2022

- This program included over 140 hours of instruction and hundreds of practice-based assessments that helped the student simulate real-world project management scenarios.

Grinnell College

Grinnell, IA

Bachelor of Arts, Political Science

08/2013 – 05/2017