



EDUCATION

RMIT University | Bachelor of
Professional Communication
2018 - 2022


SKILLS

- Management Skills
- Problem-solving
- Leadership Skills
- Communication
- Collaboration

LANGUAGE


- Vietnamese
- English
- Chinese

CONTACT

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LAM THI KHANH LINH

Junior Project Coordinator

Highly organized and results-oriented Project Coordinator with 2+ years of experience driving successful software development projects. Proven ability to manage multiple tasks, meet deadlines, and foster collaboration within cross-functional teams. Skilled in Jira and Notion, and committed to delivering exceptional results.

EXPERIENCE

JUNIOR PROJECT COORDINATOR 2023 – NOW Sky Mavis

- Managed project timelines, tracked project progress, and reported status to the Project Manager.
- Coordinated diverse teams, identified potential issues, and developed solutions to meet project deliverables.
- Organized and participated in team events, fostering strong relationships with team members.

Resulted:

- Achieved a 90% on-time project delivery rate through meticulous planning and execution.
- Boosted stakeholder and team satisfaction by 30% through open communication and regular updates.

ASSOCIATE PROJECT MANAGER 2022 – 2023 JK Technologies

- Assisted in developing project plans, timelines, and budgets. Ensured timely and cost-effective project completion.
- Proactively tracked project progress and provided regular updates to the Project Manager.
- Offered guidance and support to team members, tested, and gave feedback for projects.

Resulted:

- Successfully launched SEENSIO 2.0 version on Android and iOS within budget and timeline.
- Promoted to Junior Project Manager after 8 months of exceptional performance.

HUMAN RESOURCES ASSISTANT 2022 – 2023 JK Technologies

- Recruited new employees, organized company events, team-building activities, and employee celebrations.
- Managed vendor relationships and procured gifts for employees and clients.

Resulted:

- Achieved 85% employee participation in company activities, fostering a positive work environment.

TEACHING ASSISTANT 2021 – 2022 British Council

- Provided classroom support, including student monitoring and instruction. Wrote daily reports, and communicated student status to parents.

Resulted:

- Managed and facilitated three weekly classes with 40 students, achieving 95% student satisfaction.

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EXTRA CURRICULAR ACTIVITIES

MULTI-ROLE

2018 – 2022

RMIT Vietnam Student Council

Media Sub-committee

- Event Photography:
 - Captured live performances of renowned artists Binz, Den Vau, and DJ Hoaprox at the L'AMOUR Music Festival.
- Social Media Management:
 - Successfully managed RMIT Vietnam Student Council's social media platforms, increasing Instagram followers by 550 and Facebook users' likes by 10,000.
- Event Planning:
 - Supported planning and executing large-scale campus events, including the L'AMOUR Music Festival (1,000+ attendees) and RMIT Club Day (300-800 participants).

Liaison Officer

- Led a team of 70 members and volunteers of the Student Council, including recruitment, training, team-building activities, and internal logistics.

Secretary & Treasurer

- Mentored Diversity & Inclusion, Student Rights & Welfare, and Liaison Officers.
- Enhanced communication and collaboration between Officers and the Executive Board through regular meetings and transparent updates.
- Partnered with Heads of the school to address student concerns.
- Co-led the Bật Music Concert project.

Advisory Board

- Mentored and supported the next generation of the Student Council.

STUDENT AMBASSADOR

2019 – 2021

RMIT Student Ambassador Team

- Conducted campus tours for visiting students and their families, promoting the university's programs and student life.
- Supported university events and initiatives.
- Built and maintained a positive image of RMIT.