

Hanul Seo

(778) 957-4249

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Dedicated Project Manager Candidate with an exceptional willingness to learn. History of meeting company goals by utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

PROFESSIONAL EXPERIENCE

ABEL INDUSTRIES,

Project Manager

Richmond, BC

August 2020–Present

- Play the lead role in planning, executing, monitoring, controlling, and closing projects.
- Liaise with clients to identify and define requirements, scope, budgets and objectives.
- Present comprehensive reports documenting that all project requirements were fulfilled, as well as the projects' history.
- Analyze risks and opportunities to increase productivity by 40%
- Devised and applied a new training and accountability program that increased productivity from #10 to #3 in the region in less than 2 year period

ADAGIO INTERNATIONAL RHYTHMIC ACADEMY.

Youth Development Specialist

Vancouver, BC

2015– 2019

- Devised innovative strategies to improve customer satisfaction scores and meet company goals.
- Addressed customer complaints and mitigated dissatisfaction by employing timely and on-point solutions.
- Offered internal and external customers first-rate customer service to maximize satisfaction and business success.

DIVERSITY DEVELOPMENT PROJECT

Founder

Richmond, BC

2020-2021

- Define the main objectives of the project, its purpose, and its scope.
- Oversee scope, cost, timelines, risk, quality issues, and communications. Outline key deliverables and milestones and identify the tasks that must be completed.
- Monitor and control processes commencing throughout planning, execution, and closing.

EDUCATION

UNIVERSITY OF BRITISH COLUMBIA

Bachelor of Arts in Psychology (concentration: developmental psychology),

Vancouver, BC

May 2022

ADDITIONAL SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint) Outlook, MS Project, Salesforce, TFS Project Management
- Fluent in English, and Korean