Timothy Bingtan

Rosemead, CA | timbingtan@gmail.com | (707) 334-9937

LinkedIn: https://www.linkedin.com/in/tim-bingtan/
Portfolio: https://timbingtan.github.io/web-portfolio/

EDUCATION

Technical Project Management Boot Camp   Oct. 2022 – Mar. 2023
University of California, Berkeley

Bachelor of Science in Software Engineering & Minor in Management   Sept. 2015 – Jun. 2019
University of California, Irvine

CERTIFICATION

Professional Scrum Master I   Feb. 2023
Scrum.org

WORK EXPERIENCE

IT Engineer (Project Support) – Tata Consultancy Services | Rosemead, CA   Aug. 2019 – Sept. 2023

- Led project that achieved team's Q4 2022 goal of completing a major IT records portfolio representing all business critical IT applications. Planned project tasks, facilitated communication, coordinated activities with application development teams, developed and maintained digital records in the portfolio, and monitored project progress according to KPIs.
- Organized, managed, and monitored 60,000+ IT assets as part of IT configuration management services for a major Southern California utility client.
- Operated with SQL, JavaScript, Excel, BMC IT service management systems, Microsoft SharePoint, and Power BI to provide enterprise IT data reports, maintain database integrity, and support data integrations across IT repositories.
- Collaborated with vendors, infrastructure teams, and application teams to develop system specifications and to design system integrations in order to enhance data distribution processes.
- Facilitated extensive client services by producing job aid documentation, providing training for new system integration initiatives, troubleshooting data issues, and submitting required deliverables within established SLAs.

Web Developer – Vusar | Irvine, CA   Apr. 2019 – May 2020

- Constructed the first public-facing iteration of the company website's home page and account page.
- Collaborated with a cross-functional team in a flexible, start-up environment that maintained Agile processes.
- Facilitated the rollout of the home page and account page usable for customers and stakeholders in time for the company's official launch in July 2019.

KEY PROJECTS

Online Bakery Shop   Feb. 2023

- Managed the development of a bakery website built on Google Sites, which opened sales to online orders.
- Executed product backlog planning, sprint planning, mid-sprint check-in, sprint review, and sprint retrospective activities using Jira while coordinating tasks with a Scrum team and collaborating with a team of stakeholders.

Online Floral Shop   Jan. 2023

- Initiated the development of an online ordering site for a floral shop, which opened sales to online orders.
- Produced a project data sheet, a product roadmap, and story point estimates in Jira from a given project brief.

Airline Customization Project   Nov. 2022

- Produced the project plans to integrate the billing reporting system and the payroll management system of an airline, which enables the company to seamlessly manage its master budget.
- Activities include creating a project charter, work breakdown structure, task list, and Gantt chart from a given business case and planning meeting.

TOOLS

- Jira, Confluence, Trello, GitHub, Microsoft Office, Power BI, SharePoint, SQL, JavaScript, HTML/CSS, Java