

Kyle YUAN

PERSONAL PROFILE

Hard working developed project management professional who operates at individual and team levels. Excellent communicator who can be left unsupervised to complete set tasks. Highly motivated active listener who gets excited by challenges outside of his comfort zones. Welcomes a full-time opportunity in the area of project management.

EMPLOYMENT HISTORY

Efficy CRM, Paris, France

Project Management Office Trainee| Internship

Feb 2023 – Aug 2023

- Skilled in PMO activities, including project and timesheet follow-up, data control, and ensuring up-to-date knowledge database and documentation.
- Proficient in assisting PM lead with defining templates, tools, and procedures to enhance team efficiency, and implementing CRM tools and project methodology presentations for new joiners.
- Experienced in monitoring and updating KPIs, sending reminders, and organising onboarding training and e-learning courses for team members.

Global Education & Technology Co., Ltd, Beijing, China

Director of Teaching Department| Full-time

Jun 2019 – Oct 2021

- Designed and implemented an improved teaching duties process that reduced wasted planning time significantly.
- Put together and rolled out a fast-track teacher recruitment plan and ensured timely recruitment of teaching staff.
- Developed and maintained academic alliances with top-tier universities that considerably increased the influx of fresh students.

Shanxi Education Experiment Center, Taiyuan, China

High School English Teacher| Full-time

Jan 2017 – Jun 2018

- Planned and conducted immersive class activities and guaranteed students' high absorption of knowledge.

RELATED AND RELEVANT PROJECT EXPERIENCES

SKEMA Business School, Lille, France

Elective simulation system development| Student Project Manager

Sept 2022 – Dec 2022

- Designed and developed jointly with the Skema technical team a virtual reality(VR) simulation system that encouraged students to engage more in activities.
- Employed and introduced a well-known project approach(Scrum) to prioritize urgent work and to increase teamwork efficiency.
- Planned and executed regular effective solutions to minimize conflicts between team members and to improve their work efficiency.

SKEMA Business School, Lille, France

LMS Co-Development| Student Project Manager

Jan 2022 – Apr 2022

- Assisted and implemented the Projexion's Learning Management System at SKEMA, which considerably enhanced the flexibility of students' learning options.
- Utilized and modified Agile methodology to run the project, facilitating the stability of the project effectively.

EDUCATION

SKEMA Business School, Lille, France

Jan 2022 – Jul 2023

MSc, Project and Programme Management and Business Development

York University, Toronto, Canada

Sept 2018 – May 2019

Graduate Studies Preparation Program (GSPP)

Taiyuan University of Sci & Tech, Taiyuan, China

Oct 2013 – Jul 2017

Bachelor of Optoelectronic Information Science and Engineering



SKILLS

Technical Skills:

- Power Point
- Excel & Word
- Power BI
- Power Automate
- Project for the Web
- SQL

Language Skills:

- English: Fluent(C1)
- Chinese: Native
- French: Beginner

CERTIFICATIONS

- Green Project Manager
- AgilePM® Foundation
- CAPM® Certification
- PRINCE2® Foundation