

# Calvin Chong

Project Manager

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I am a versatile and results-oriented project manager with a track record of successfully leading diverse teams and overseeing complex web and digital marketing projects from start to completion. I demonstrated exceptional project planning and management by consistently identifying effective strategies to meet project goals and client objectives. My strengths include excellent problem-solving and communication skills, balancing technical and business needs and fostering team collaboration to deliver high-quality digital solutions.

## Employment History

### Pixel Mechanics Pte Ltd

#### Senior Project Manager (Jan 2023 – Present)

- **Spearheaded end-to-end project management** for website UI/UX and digital marketing initiatives, ensuring timely delivery and quality output.
- Acted as a **primary point of contact for clients**, understanding their requirements, and translating them into actionable project plans.
- Efficiently **managed client expectations and ensuring timelines are met** through communication and collaboration
- **Successfully led a cross-functional team** of designers, offshore/outsource teams, and interns in delivering over 150 user-centric web design projects.
- **Provide advice and analyze suitable packages** when the sales team receives client project inquiries. Attend sales pitch meetings to aid clients' understanding of our solutions and assist in closing deals.
- **Streamlined SOPs** for the production and support departments, enhancing project workflows and ensuring balance between company and client processes pre- and post-launch operations.
- **Mentored and trained** over 20 new colleagues, significantly reducing their onboarding time and improving their technical proficiency.
- **Acted as a key problem-solver within the company**, leading the resolution of complex project challenges and improving team productivity
- **Provided strategic marketing and design recommendations** to clients, leading to an improvement in the effectiveness of their UI/UX designs, marketing campaigns, and website functionalities.
- **Fill any role within the production team** to ensure the team operates smoothly when facing manpower shortage issues.

#### Project Manager (Jun 2021 – Jan 2023)

#### Assistant Project Manager (Jan 2021 – May 2021)

#### Senior Web UI/UX Designer (Aug 2020 – Jan 2021)

#### Web UI/UX Designer (Feb 2020 – Aug 2020)

Celebre Est Pte Ltd

- **Senior Marketing Specialist** (Jul 2019 – Feb 2020)
  - **Coordinate and complete projects** within specified timeframes, budget, and scope.
  - **Collaborate with other departments** to ensure project compatibility and meet client requirements.
  - Conduct meetings with clients for **support and advice**.
  - **Assist clients** in arranging and promoting their campaigns. and develop new websites tailored to client needs.
  - Manage website graphics, such as web banners, content images, and product pictures.

Acecom Technologies Pte Ltd

- **Creative Designer** (Apr 2018 – Jul 2019)

MCSB Systems

- **Graphic Designer/ Internship** (Apr 2017 – Jul 2017)

Education

Synergy College  
Penang, Malaysia

- **Diploma in Information Technology and Communication (Multimedia Design) (IT-070-4)** (2016 – 2018)
- **Certificate in Multimedia Designers – Animation & Visual (IT-060-3)** (2015 – 2016)
- **Certificate in Multimedia Artist – Animator (IT-040-2)** (2015)

SMK Tunku Abdul Rahman  
Kedah, Malaysia

- **Sijil Pelajaran Malaysia – SPM** (2010-2014)

Skills & Tools

Project Management

Team Leadership

Client Engagement

Collaboration

Sales Support

Strategic Planning

Quality Assurance

Process Optimization

Mentorship

Adaptability

Problem-Solving

CMS Technical Proficiency

Adobe Illustrator

Adobe Photoshop

Wix

Wordpress

Hubspot

Mailchimp

Adobe Indesign

Asana

Scoro

Google Analytics

Trello

CSS / HTML / PHP

Cpanel