

Darrell Lee

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WORK EXPERIENCE

The Adventus Consultants

Apr 2024 - Current

IT Project Manager

- Managed projects valued over \$200k from scope to post-launch.
- Delivering \$100k+ profits on a single project through cost control and efficient execution.
- Successfully handled 8 live projects while maintaining timelines and quality.
- Managed 4 development teams concurrently with consistent delivery.
- Involved in pre-sales by clarifying scope and aligning feasibility with budget.
- Handled all client communication from onboarding to post-launch. Ensuring strong relationships through consistent updates, fast turnaround on request.
- Created internal procedures for development teams and onboarding guides for clients.
- Led discussions with clients and stakeholders to gather requirements, define scope, and align priorities.
- Reduced ambiguity and cut revision cycles by over 30% through clearer early-stage alignment. Created and designed wireframes and mockups to help clients visualize solutions before build.
- Planned sprints, tracked progress, and stepped in to resolve blockers or scope issues early.
- Ensured teams clearly understood requirements, with prioritized tasks and deliverables aligned to timelines.
- Provided support for projects, including diagnosing issues, handling bug fixes, and liaising with clients for ongoing and post-launch maintenance needs.
- Managed project billing and proactively followed up on outstanding payments to ensure healthy cash flow. Consistently secured payments.

Trust Recruit

Sep 2023 - Feb 2024

Recruitment Consultant

- Conducting recruitment sales and business development spanning over multiple industries including manufacturing, banking, IT, services and others.
- Oversee the entire recruitment process, engaging both clients and candidates to achieve successful sales in order to achieve targets.

Talentvis

Jan 2023 - Sep 2023

Regional Recruitment Consultant

- Performed sales by engaging with internal Talent Acquisition teams to source for suitable candidates.
- Conduct business development by reconnecting, managing, and establishing relationships with current and potential clients to facilitate business growth.

SKILLS

Applications: OpenProjects, Postman, Canva, Google Suite, Zoom, Microsoft 365

Languages: HTML/CSS, Typescript

Developer Tools: Git, VS Code, Digital Ocean, Cloudflare

Spoken Languages: English, Chinese, Malay, Cantonese

EDUCATION

Multimedia University

Bachelor of Law (Honours)

INTEREST

Bodybuilding • Personal Training • Life Coaching • Racquet Sports • Reading • Networking • Event Management