

Aye Mya Oo
No. 17, 2nd Floor, Kyaiklatt Street, Sanchaung Township,
Yangon, Myanmar
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EMPLOYMENT OBJECTIVE: Freelance Translator for English - Burmese

Services: Translation, Editing/Proofreading

Specializes in: Telecommunication, Computers (Systems & Networks), Computers (General), Law, Finance (General), Press Release, Medical (Health Care), Accounting, Information and Communication Technology, Economics

Rates: English to Burmese - Rates: 0.05 - 0.12 USD per word / 18 - 25 USD per hour
Burmese to English - Rates: 0.05 - 0.20 USD per word / 18 - 25 USD per hour

Projects Sample: Youtube, Samsung, Qualcomm,

Software: SDL Trados 2007, MemoQ, Adobe Illustrator, Adobe Photoshop, Microsoft Excel, Microsoft Office Pro, Microsoft Word, Pagemaker, Powerpoint,

Translation Experience: 10 years

Working for: SDL India, Asian Absolute England, New Fantex Taiwan, Fidel Tech India, Global Tech Inida

EDUCATION AND CERTIFICATIONS Education Bachelor of Arts, (English) Yangon
University of Foreign Languages, Myanmar (2006)

WORK EXPERIENCE

Freelance Translator - English to Burmese (since 2005)

English Teacher, Private School – Part Time (2005-present)

Skilled in the design of challenging, enriching and innovative English class teaching lessons that address the diverse interests and needs of students. Possess outstanding English and Burmese communication skills, with the ability to present the information in a variety of ways, emphasizing relevance of class materials to the world beyond the classroom. Active team member who effectively collaborates with all levels of staff members and establishes quality relationships with students.

Elegant Myanmar Tours Co., Ltd Yangon, Myanmar (2012-2014)

- Responsible for promoting Mergui Princess Cruise products both in local and International market
- Making contract with existing and potential travel agents
- Liaising with UMTA and Myanmar Tourism Board for destination development
- Ground handling for every arrival tourists to make sure product quality meets the company's preset standards
- Operation and Administrative Management in Office

Magado Travels & Tours, Yangon, Myanmar (2005-2012)

- Responsible for administrative matters relating to official travel for international embassy staff.

- Work with government contacts to secure visas required to enter the mission and for official travel out of the mission.
- Liaise with airline representatives, travel agents and governmental authorities as required.
- Counsel travel clients on travel issues, analyze quotations for most advantageous rates, and advise on most effective travel arrangements.
- Efficiently handle multiple telephone calls and transfers in a fast paced environment.
- Meet and greet the clients upon arrival at the airport and assist and arrange everything which is needed for their trip.

Professional Certifications

Diploma in Management and Administration (2013)

Diploma in English Language Teaching Methodology, Yangon Institute of Education (2009)

Diploma in Information and Communication Technology, Yangon University (2006)

Certificate in Destination Development and Marketing (conducted by Temasek Polytechnic, Singapore) (2008)

Certificate in Tourism Management (2007)

Certificate in Tourism Training Program (conducted by ASEAN Promotion Center) (2007)

Certificate in Basic Computer (2006)

Intermediate in Japanese, YUFL (2005)

1. Since I have well experience for English to Burmese translation, I believe that my qualification will enhance your business in good reputation.
2. Moreover, my ability to finish work at targeted time will please you and your customers.
3. Furthermore, my technical experience in typing in Zawgyi One, Myanmar 3 and Other various fonts is also a great opportunity to fulfill customer demands.
4. In addition, being online 24 hours will support you to implement the projects immediately.
5. My competitive translation rate - 0.05 USD per word and reviewing rate - 18 USD per hour will give you a strength than your competitors.
6. Since I am a quick learner for the new translation software, you can meet your clients' demand on it.

I am really keen on coordinating with you for further project.

References:

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