
Skilled at team work, using all MS Office applications, outlook and fast typing.
Professional, flexible, initiative, culturally competent, trilingual in Burmese/English/Karen.

EDUCATION

Master of Teaching English to Speakers of Other Languages **March 2012**
Payap University, Chiang Mai, Thailand

Bachelor of English **May 2005**
Dagon University, Yangon, Myanmar

EMPLOYMENT

Freelance Phone interpreter **March 2018 - Present**
Responsible for English –Burmese, English – Karen interpretation for social, medical and customer services through phone services.

Freelance Translator (Online service) **April. 2010 – Present**
Responsible for English –Burmese translation and proofreading several different genres; legal, education, business, healthcare, nutrition, religion, human resources, environment, trainings and other issues for organizations and associations.

Cultural Affairs Clerk, **Dec.2014-Aug.2017**
Public Affairs Section, (U.S. Embassy, Yangon)
Supporting Public Diplomacy Officer, Cultural Affairs Specialist and Cultural Affairs Assistant on protocol matters; organizing cultural events, assisting exchange students/teachers/incoming English Language Fellows for visas and logistics. Dealing with different universities, private schools and community schools around Myanmar for U.S. government exchange programs.

University Scholarship Programme Co-ordinator, **March. 2012 – Sep 2014**
Child's Dream Foundation(Chiang Mai, Thailand)
Providing administrative and logical support for the Chief Operating Officer and Head of Higher Education Programme and volunteers; mentoring foreign and local university students in budgets, logistical needs, university entry, passport and student visa entry, communicating with international universities around Thailand, interviewing scholarship candidates, coordinating Alumni Conference.

Secretary of Microfinance Committee,Nov. **2008 – June 2009**
National Council of YMCAs of Myanmar (EED Project)
Responsible for general office tasks and conducting Microfinance trainings, negotiating with Local YMCAs for loans, translating rules of the Microfinance procedure from English to Burmese for the benefit of local YMCAs.

Community Development Staff,

June.2007 – Oct 2008

National Council of YMCAs of Myanmar (EED Project)

Conducting vocational/ human resources trainings for churches and local YMCAs around Myanmar. Translated all the reports from Burmese to English to report to the donor of EED in Germany.

English Teacher,

Oct. 2004 – April 2007

Karen Baptist Theological Seminary, Yangon,

Tutored teenage Karen students in listening/speaking, reading/writing, and grammar. Planning classroom activities and served as Classroom Teacher for two and half years and received very positive feedback from the students.

OTHER QUALIFICATIONS

- Skilled in using all MS Office applications and outlook.
- Excellent typing skills, 31 word per minute.
- I have excellent social skills and enjoy making friends and meeting people from many cultures.