**Curriculum Vitae for Translation**

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***Mission Statement***

Serve with heart, efficiency and effectiveness to accomplish given responsibilities.

***Academic Qualification***

* BSocSc (Hons) Policy Studies and Administration, City University of Hong Kong **(2012)**
* American High School Diploma, Minmahaw Higher Education Program **(2009)**
* Finished High School, Yangon **(2004)**

***Key Personal Ability and Skills***

* Good command of oral and written communication in both English and Burmese
* Able to adapt any subjects, except from sophisticated engineering and medical terms
* Attention to details
* Ability to work independently
* Communication, coordination, and analytical skills
* Able to work under pressure
* Effective and efficient user in the internet for research and communication
* Professional in MS Word, Excel, and MS Word Power Point

***Key Career Summery***

* *Assistance Editor for International News Section and Chief of Research Department at Mizzima Media Group***(May 2013 – September 2014)**: Translate international news in politics, economics, international relations, education, IT, Law, sports, and entertainment.
* *Translator for Bina Mojo Newspaper*, Thailand **(April 2009 – June 2010)**: Translate international news in politics and economics
* *Freelance Translator for various clients such as Department of Custom under Myanmar Ministry of Commerce, Mote Oo Education Foundation (Myanmar), and Migrant Education (Thailand)*: Mostly translated reports, text books about politics, economics, & social science, legal documents

***Other Career Summary***

* *Board of Member of Minmahaw Education Foundation (MEF), Thailand* **(March 2010 –**

**Dec 2012)**: Took part in major decision makings for sustainable development of the school as well as student selection process and staff recruitments.

* *Manager and Student Liaison Officer* at Minmahaw Education Foundation **(Jun 2009 –**

**Jun 2010)**: Took overall responsibility for smooth running of the school. Made sure that cooperation between academic team and management team had targeted outcome for the school.