

Pan Pwint

No.22-13, Trok Naikao

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Education

University of the People

(Pasadena, California, USA)

Nov 2014-Present

Bachelor of Business Administration

First Year

Minmahaw Higher Education Program (MHEP)

(Maesot, Thailand)

June 2012-June2013

General Education Development (GED)

Degree Completed

Dooplayar No.2 High school

(Umphium Refugee Camp, Thailand)

June 2010-March 2011

General subjects (Grade 12)

Grade 12 completed certificate

Work Experience

Freelance Translator and Interpreter

- Translating the research papers, transcription, Interviews, articles etc
- Followed the German Researcher to interpret for the interview with local people
- Interpreted in the Peace workshop from Mote Oo Education Foundation
- Translated novels with my Aunt who was a novelist, Phyo Thaya

CPI (Community Partners International)

(Mae Sot, Thailand)

July 2013-Present

Operation Assistant

- Monitor office equipment including IT equipment
- Administer staff Health Insurance, Visa obtaining process
- Recruitment, Orientation, Cash Management
- Translating the training materials, and evaluation forms.
- Assist CPI staff on other administrative or operational issues as needed

Horizon International Kindergarten

(Yangon, Myanmar)

October 2008-April 2010

Nursery Assistant Teacher

- Assisting the main teacher to arrange curriculum activities
- Giving the students individual care and creating a caring atmosphere
- Teaching them by using educational toys and play-and-learn activities based on modern methodologies

- Developing children's social and physical development
- Creating strong communication between school and parents

January 2006-November 2008

Pan Pwint Silk Flower (small business)

(Yangon, Myanmar)

Small Business Owner

- Directing the employees to make silk flowers and managing them to finish the orders in time
- Creating new flower designs to make different from competitors and making better flowers which have better qualities
- Purchasing the flowers and distributing them in the markets

Volunteer

Myanmar Youth Philanthropy Group (MYPG)

August 2008-March 2010

Accountant

- Collecting money from the members and donors to arrange the donation
- Allocating the budget for donations and group activities carefully to have enough if not publicize the donation to persuade for more donations
- Representation the detailed budget after the donation or activities
- Recruiting to join the group

English Learning Center

July 2010-May 2012

(No.63, Section 1, Zone A, Umphium Refugee Camp, Thailand)

English Language Teacher

- Teaching the students English grammar and speaking according to their level after level testing
- Guiding them to find opportunity for education and compiling the education information for them to keep on studying
- Arranging curriculum to improve their skill

Skills

Language Skill

Burmese (native language), English (Advance), Korean (speak, read and write with basic competence)

Computer Skill

Microsoft Office Word, Microsoft Power Point, Microsoft Excel, Photoshop, Adobe PageMaker

Interest

Writing/Composing Poem, Teaching, Taekwondo

