

## ROBERT AUNG WIN - CURRICULUM VITAE



| PERSONAL DETAILS |  |
|------------------|--|
| Name             | Robert Aung Win  |
| Date of Birth    | 28 Sept 1987   |
| E-mail address   | aungwin.robert@gmail.com   |
| Address          | 138/1, Singha Place, Room 401, Sukhumvit Soi 1, Klongtoeinua Wattana, 10110, Bangkok |
| Telephone        | 0635179279   |

| EDUCATIONAL BACKGROUND |   |
|------------------------|---|
| 2005 - 2008            | Bachelor of Computer Science (B.C. Sc) Honour |

| SKILLS          |  |
|-----------------|--|
| Language Skills | <ul style="list-style-type: none"><li>● Burmese : Native</li><li>● English : Professional</li><li>● Akha : Mother Tongue</li><li>● Thai : Basic Communication</li></ul>  |
| Computer Skills | <ul style="list-style-type: none"><li>● Advance understanding about Desktop Publishing and Spreadsheet</li><li>● Web Browsing, Email organizing and Communication tools</li><li>● Basic Computer Troubleshooting and Maintenance</li></ul> |
| Other Skills    | Good communication and interpersonal skills, Leaderships skills, Team plaer and problem solving skill  |

| TRAINING AND WORKSHOP ATTENDED  |
|---|
| 2018: People First Impact Method (PFIM) by Mr. Gerry McCarthy (5 days)                      |
| 2018: Grant Management by KMSS (3 weeks)  |
| 2018: Safeguarding Policy by CRS (3 days)   |
| 2017: Free Prior Informed Consent (FPIC) by Mr. Christian Erni (5 days,)                    |
| 2015: Strategic Planning by Karuna Mission Social Solidarity (5 days)                       |
| 2014: Pre-departure Orientation ToT by IOM (5 days)   |
| 2013: Proposal development for Youth Leaders by Fondacio Asia (10 days)                     |
| 2012: Rural Social Development course by SEASOLINE in the Philippines (1 month)             |
| 2011: Leadership formation by Institute of Formation Fondacio Asia, Philippines (10 months) |

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| <b>WORK EXPERIENCE</b> |   |              |                     |          |  |          |        |        |                      |
|------------------------|---|--------------|---------------------|----------|--|----------|--------|--------|----------------------|
| <b>1</b>               | <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Organization</td> <td><b>BNH Hospital</b></td> </tr> <tr> <td>Position</td> <td><b>Freelance Interpreter (English-Myanmar)</b></td> </tr> <tr> <td>Duration</td> <td>months</td> </tr> <tr> <td>Period</td> <td>2022 July to current</td> </tr> </table> <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>● Collect information and documents of the guests</li> <li>● Facilitate the exchange of communication between Myanmar patients and healthcare providers</li> <li>●</li> </ul> | Organization | <b>BNH Hospital</b> | Position | <b>Freelance Interpreter (English-Myanmar)</b> | Duration | months | Period | 2022 July to current |
| Organization           | <b>BNH Hospital</b>   |              |                     |          |  |          |        |        |                      |
| Position               | <b>Freelance Interpreter (English-Myanmar)</b>  |              |                     |          |  |          |        |        |                      |
| Duration               | months  |              |                     |          |  |          |        |        |                      |
| Period                 | 2022 July to current  |              |                     |          |  |          |        |        |                      |

|              |  |              |  |          |                             |          |                     |        |                       |
|--------------|--|--------------|--|----------|-----------------------------|----------|---------------------|--------|-----------------------|
| <b>2</b>     | <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Organization</td> <td><b>Marano Business Solutions Co., Ltd.</b></td> </tr> <tr> <td>Position</td> <td><b>Freelance Translator</b></td> </tr> <tr> <td>Duration</td> <td>1 year and 4 months</td> </tr> <tr> <td>Period</td> <td>2021 April to current</td> </tr> </table> <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>● Translate documents from Facebook, WhatsApp, Instagram and Messenger according to Facebook translation style guides</li> <li>● Report tasks that do not follow the translation style and guideline</li> <li>● Translate the given tasks in a friendly but informative tone in a timely manner</li> </ul> | Organization | <b>Marano Business Solutions Co., Ltd.</b> | Position | <b>Freelance Translator</b> | Duration | 1 year and 4 months | Period | 2021 April to current |
| Organization | <b>Marano Business Solutions Co., Ltd.</b>   |              |  |          |                             |          |                     |        |                       |
| Position     | <b>Freelance Translator</b>  |              |  |          |                             |          |                     |        |                       |
| Duration     | 1 year and 4 months  |              |  |          |                             |          |                     |        |                       |
| Period       | 2021 April to current  |              |  |          |                             |          |                     |        |                       |

|              |  |              |   |          |   |          |         |        |                               |
|--------------|--|--------------|---|----------|---|----------|---------|--------|-------------------------------|
| <b>3</b>     | <table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Organization</td> <td><b>Karuna Mission Social Solidarity – Kengtung (KMSS-KTG)</b></td> </tr> <tr> <td>Position</td> <td>English Teacher/ Safe Migration Officer</td> </tr> <tr> <td>Duration</td> <td>4 years</td> </tr> <tr> <td>Period</td> <td>January 2013 to December 2016</td> </tr> </table> <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>● Teach English to undergraduate students (English 4 skills)</li> <li>● Prepare monthly plan with project manager</li> <li>● Develop required training material and guidelines and lead organizational team building</li> <li>● Facilitate study tours</li> <li>● Assist the project manager for project implementation and reporting</li> <li>● Conduct procurement for project activities</li> <li>● Conduct Pre Departure Orientation to youths and communities</li> </ul> | Organization | <b>Karuna Mission Social Solidarity – Kengtung (KMSS-KTG)</b> | Position | English Teacher/ Safe Migration Officer | Duration | 4 years | Period | January 2013 to December 2016 |
| Organization | <b>Karuna Mission Social Solidarity – Kengtung (KMSS-KTG)</b>  |              |   |          |   |          |         |        |                               |
| Position     | English Teacher/ Safe Migration Officer  |              |   |          |   |          |         |        |                               |
| Duration     | 4 years  |              |   |          |   |          |         |        |                               |
| Period       | January 2013 to December 2016  |              |   |          |   |          |         |        |                               |

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|   |              |   |
|---|--------------|---|
| 4   | Organization | <b>Karuna Mission Social Solidarity – Kengtung (KMSS-KTG)</b> |
|   | Position     | <b>Programme Coordinator</b>                                  |
|   | Duration     | 3 years   |
|   | Period       | January 2017- December 2019                                   |
| <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>● Coordinating with project teams, National KMSS and other Diocesan KMSS for organization development, human resource management, identification of new intervention opportunities and donor relations</li> <li>● Develop project management mechanisms and supervise project staff for project management</li> <li>● Supervise operational and administration functions for accountability and transparency</li> <li>● Project planning and designing with project development team</li> <li>● Lead day to day management of the office</li> <li>● Conducting Monitoring and evaluation of projects</li> <li>● Prepare Monthly, Quarterly and Annual reports for organization and for donors</li> <li>● Creating and executing capacity building strategies for staff</li> </ul> |              |   |

|   |                           |   |
|---|---------------------------|---|
| 5   | Youth Development Program | <b>Youth Leadership Program (Fondacio Asia)</b> |
|   | Position                  | <b>Facilitation Team Member</b>                 |
|   | Duration                  | 3 years   |
|   | Period                    | May 2010 to April 2011                          |
| <p><b>Responsibilities :</b></p> <ul style="list-style-type: none"> <li>● Facilitation</li> <li>● Activity planning</li> <li>● Program reviewing</li> <li>● Lead Team building component among students</li> <li>● Conduct student accompaniment for personal development plan</li> </ul> |                           |   |

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### Referees

**Fr. Stephen Ah Chu**

Director

KMSS-Kengtung (Karuna Mission Social Solidarity)

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**Ms. Carol Daria**

Formator/Lecturer

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