**Address:** No (6), Aung Chan Thar Street, Hpa-an, Karen State, Myanmar

**Date of Birth:** March 18, 1991

**Religion:** Christian

**Nationality:** Myanmar

**Email:** sawalexander718@gmail.com

**Myanmar Mobile:** +95 (0) 9425450917

**PROFILE**

* Has good experience in administration and management work in non-profits
* Well organized, disciplined, honest, and hard-working
* Adapts quickly to new situations and a fast learner
* Able to work independently and flexibly
* Able to maintain good relationships
* Able to work and communicate in Burmese, English and Karen

**WORK EXPERIENCES**

**Deputy Regional Coordinator** (December 2019 – Present) Local Resource Centre, Hpa-an

* To oversee regional staff management and office operation
* To maintain the relationship and communicate well with partner organization and stakeholders
* To oversee regional projects management such as humanitarian response projects, local vocational trainings project, peace project, and urban safety project etc.
* To take immediate assignment from SMT during regional coordinator gap
* To have regular coordination meeting with local CSOs and find out their needs and challenges

**English Teacher** (June 2019 – November 2019) Sunshine Learning Center, Hpa-an

* Establishing clear objectives for all lesson plans, units and projects.
* Effectively delivering the Course using the Sunshine curriculum.
* Maintaining accurate and complete records, progress, and attendance reports.
* Preparing and maintaining educational materials and equipment.
* Overviewing curriculum to adjust lesson plans or students’ needs.

**Project Officer** (November 2018 – March 2019) Local Resource Centre, Hpa-an

* Managing and supervising project actvities (cash distribution, forming ERCs, teacher kits and student kits distribution, school renovation, etc.)
* Communicating with government departments and project partners for project activity collaboration and project coordination
* Planning project events and activities
* Supervising field staffs and Emergency Response Committee (ERCs)
* Follow up the project activities’ process
* Documentation of project activities
* Updating project activities to regional coordinator and program coordinator for management
* Translating documents between English and Burmese
* Working on monthly budget request and monthly cash claim
* Working on monthly reports

**Project Manager** (May 2018 - September 2018) Khom Loy Development Foundation, Mawlamyine, Myanmar

* Managing Foundation projects (teacher training, classroom reorganisation, Government contacts and coordination, etc) from inception to delivery
* Planning and organizing teacher and staff training events and activities
* Preparing monthly reports for management on Foundation activities and recommendations for next month’s activities
* Supervising staff, organising weekly meetings and reports to management, following improvement activities and reporting to management
* Runnning problem-solving activities/root cause analysis and tracking steps to implement agreed improvements
* Translating documents between English and Burmese
* Supervising/organising/maintaining office IT, computers/printers, network/wifi, etc.
* Information management (paper, electronic and online filing systems)
* General office oversight/admin (office cleanliness, supplies, bills, eqiupment)
* Maintaining healthy relationship with staff, stakeholders, government officers, etc.
* Managing budgets and handling cash

**Teacher** (June 2017 – April 2018) Pu Taw Memorial Junior College, Maela Refugee Camp, Tak, Thailand

* Teaching and educating students according to guidelines provided by school.
* Planning, preparing, and delivering lessons to all students in class.
* Assigning work, correcting and marking work carried out by students.
* Assessing, recording, and reporting the development and behavior of students.
* Providing guidance and advice to students on educational and social matters.
* Communicating, consulting, and co-operating with other members of school staffs.
* Maintain good order and discipline amongst students.
* Participating in staff meeting for the better organization and administration of the school.

**EDUCATION**

1. **BA in Education and Psychology** (May 2013 – May 2017)

Asia-Pacific International University (AIU)

1. **General Education Development (GED)** (June 2012 – June 2013)

Minmahaw Higher Education Program (MHEP)

**SKILLS**

* Language skill - Burmese (Fluently), Karen (Intermediate level), and English (Intermediate level)
* Computer skill
* Time management skill
* Problem solving skill
* Leadership skill

**MY EXPECTED SALARY**

* 1,500,000 MMK per month (Negotiable)

**REFERENCES**

**Daw Nan Myint Aung**

Regional Coordinator, Local Resource Centre, Myanmar (Hpa-an)

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