



Nan Ser Hee Paung

Undergraduate student

My Contact

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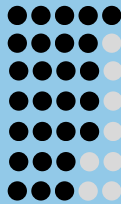
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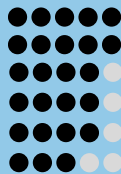
Hard Skill

- Computer: software, excel, & ppt
- Language: English, Burmese, & Karen
- Research
- Visual communication
- Data analysis
- Reporting
- Prototyping (services-based)



Soft Skill

- Observation
- Motivation and adaptability
- Effective communication
- Time management
- Teamwork
- Conflict resolution



Education Background

- School of Global Studies, Thammasat University
BA of Global Studies and Social Entrepreneurship
2021-present
- Theik Khar Myanmar Institute (TKMI)
Diploma of Arts & Social Sciences
Completed in 2021
- MHEP (Minmahaw Higher Education Program)
General Educational Development GED's Diploma
Completed in 2018
- Post-ten school
Pu Doo Palayar Junior college
Completed in 2017

Objectives

I am eager to leverage my 3 years of experience and linguistic expertise in English-Burmese or English-Karen to provide accurate and culturally sensitive translations while exceeding client expectations. Seeking freelance translation opportunities where I can utilize my proficiency in English-Burmese & English-Karen, specialisation in translating the document and proofreading and commitment to quality to contribute effectively to diverse projects.

Work Experience

School of Global Studies | Work study | Content Creator
Present (Part-time)

Key responsibilities:

- Create content in social media
- Host the events
- Involve in 1 month project
- Coordinate with International Students Affairs & faculty

Shoklo Malarial Research Unit (SMRU) | Data Department
2023 (Internship)

Key responsibilities:

- Data entry
- Work on database
- Create database form for real-time data collection
- Work closely with doctor for collecting data from the study
- Generate the idea of creating real-time data collection

Jesuit Refugee Service (JRS) | Caseworker
2023 (part-time)

Key responsibilities:

- Conducts interviews
- Complete the assessment forms to identify vulnerable individuals in need of support services.
- Support and psychosocial counseling.
- Assist and counsel disadvantaged individuals or families.
- Contact newly arrived refugees/migrants to identify their needs and aspirations.
- Report to program coordinator.

School of Global Studies | Work Study/Research Assistance
2021- 2022 (part-time)

Key responsibilities:

- Assist the project
- Data tracking (database)
- Do the research and collect data into the database
- Research and collect information on organizations/companies related to digital skill
- Create posters for the project
- Content writing

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Freelance Translator (English-Burmese & Burmese-English) 2019 – 2020

Key responsibilities:

- Translate a wide range of documents, including legal contracts, medical report, technical manuals, marketing materials, and crative content
- Perform thorough proofreading, editing, and quality check to eliminate errors
- Forster open communication with client to understand their requirements
- Have translated over 300 documents within a year as part-timer

Freelance Translator (English-Karen)

2020-2022

Key responsibilities:

- Translate a wide range of documents, including legal contracts, medical report, technical manuals, marketing materials, and creative content
- Provide specialized translations in health insurance documents
- Perform thorough proofreading, editing, and quality check to eliminate errors
- Forster open communication with client to understand their requirements
- Have translated over 800 documents within two year as part-timer

MAJOR Achievements

2021-Present **Awarded a full scholarship** to study BA student in the Global Studies and Social Entrepreneurship Program (GSSE) at the School of Global Studies Thammasat University, Thailand

2020 – 2021 **Awarded a full scholarship** to study in the **Intensive Arts & Social Science program** at Theik **Khar Myanmar Institute** for Batch 9

2019 **Completed TOT training**, Capacity Building Initiative and upgrade in teaching method, Mae Sot, Thailand

2018 – 2019 **Awarded Micro-Scholarship** to study GED at Minmahaw Higher Education Program (MHEP), Mae Sot, Thailand