**Shoon Lae Win Win Ko**

(+95) 09 458032522

[shoonlaek9@gmail.com](mailto:shoonlaek9@gmail.com)

An ambitious, adaptable and enthusiastic person who is strongly and passionately interested in meeting new people from diverse background, exploring new things, adventuring and supporting in her society from every aspect, especially from education sector

**Education and Trainings**

**Bachelor of Science in Mathematics**

* **Pure Mathematics** (Algebra, Calculus and Analysis, Geometry, Logic, Number Theory)
* **Applied Mathematics** (Dynamical systems and differential equations, Computation, Probability and Statistics)

**Diploma in Community Leadership and Social Studies**

* **Community Leadership** (Environmental Studies, Health & Hygiene, Community Leadership, Service Learning, Community Project Management)
* **Social Studies** (Civic Education, Gender Issues, Art & Culture, Economics, Global Development Issues, Introduction to Political Sciences, Peace & Conflict)
* **English Language** ( Speaking & Listening, Academic Reading & Writing)
* **Life and Work Skills** (Research & Public Speaking, Work Skills, Study Skills & Critical Thinking, Workforce Exposure)

**Certificate in Introduction to Teaching Skills**

**Certificate in English Proficiency Course**

* 50-page research on one ethnicity who lives in Keng Tung

**Certificate in computer course**

* **Microsoft Office** (Words, Excel, PowerPoint)
* **Adobe** (Photoshop, PageMaker)
* **E-mail & Internet**

**Work Experience**

**Executive Online Operator,** HAHA Online Education January 2020- Present

* Managing the day-to-day activities of the team
* Researching relevant industry topics to identify new content.
* Creating original content
* Creating reports on content.
* Performing administrative duties including answering phones, scheduling appointments
* Tracking daily operations and reporting or resolving issues.
* Maintaining company databases.

**Intern,** Study Abroad Advising and University Relation, Thabyay Education Foundation

June 2019 – September 2019

* Keeping students’ data
* Responding to students enquiry for scholarship information
* Preparing grant letter
* Downloading university information
* Preparing events & orientation
* Assisting SAAUR office work

**Teacher,** Buga Education Service Center, Kawng HkaApril 2019 - May 2019

* Teaching four skills of English
* Teaching social studies

**Volunteer Translator**,WyneeAug 2018 - Oct 2019

* Translating articles from English to Myanmar

**Assistant Teacher,** Keng Tung Learning Centre Feb 2015 - May 2018

* Teaching four skills of English
* Teach arts
* Leading school activities
* Going field work every three months
* Holding events for students
* Providing logistic tasks
* Collecting Students’ data and process

**Language**

* Burmese (Fluent)
* English (Upper Intermediate)

**Other Skills**

* Excellent verbal and written communication skill
* Good Social skill
* Ability to work under pressure
* Excellent decision-making skill
* Proficient in time management
* Good at Conflict resolution
* Proficient in leadership
* Creativity
* Excellent team player
* Bookkeeping

**Interests**

* Writing
* Travelling
* Reading
* Learning history
* Learning different ethnic and foreign languages
* Social work