

Objective

A multi-skilled, reliable and talented translator with result driven and perfectionist personality is looking for a position where my skills and experiences can be used in their best ability.

Qualification Highlights

- Typed documents at a rate of 35WPM with 97% accuracy.
- Spearheaded planning for office-wide process improvement procedures.
- Efficiently operated copy and fax machines to reduce equipment misuse.
- Received numerous accolades and letters of appreciation from customers and visitors.

Experience

- Promoted customer satisfaction through clear, concise communication.
- Communicated with customers daily.

Skills

- Burmese to English translation
- Adobe indesign, MS excel, word, powerpoint

Additional Information

Rate: 0.05 per words