

# MIN ONG

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maesot, tak 63110  
ongong860@gmail.com

## **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