Name: Ms. Aye Thazin Kyaw

 Nationality: Myanmar

Religion : Buddhism

Ph no: +666132060

Email: ayethazinkyaw.ecs@gmail.com

Address: 5/38 Soi – Sriphan, Tandiyo, Asia Road, Mae Sot, Tak – 63110

**OBJECTIVE**: To be employed in a company where my field of energy and environment management could be utilized for mutual benefits and Support organizations in positive community engagement

**EDUCATION**

2012 to Present: Energy And Environmental Management under Bachelor of Science and management technology

2011                 : IELTS: 6.0

2008 to 2009     : Diploma of Computer and Thai language

2007-2008 : Has Thoo Lei Learning Center

2007-2008 : No (2) Basic Education High School| Mon State, Myanmar

SKILL AREAS

**Translation and Interpreting**

Provide clear written translation and real time interpreting with accuracy and attention to detail to ensure effective cross cultural communication

**Mentoring**

Mentor youth in public services activities including support with needed technical skills

**Organizational Support**

Provide integral support during project planning and implementation. Develop co-operative agendas, identify opportunities for program improvement, and provide daily support for programs related to health, education and early childhood development.

**Technology**

Proficient with Microsoft Words, Excel, PowerPoint and Internet research skills

**EXPERIENCES AND ACTIVITIES**

2016: As a presenter on the development & challenges of post-debris management in Thailand

2015 October: Program for Math and Science Teaching Strategies Using English at Sainampeung School: As a Teaching Assistant

2015 July: Internship at WIN Worldwide Information Network in Thailand as a Marketing Assistant

2014: UNIDO Training Workshop – Candidate, Thailand

2013, 2014: an ASEAN Camp Ambassador

2013: Volunteer in operation of international conference organized by the university.

2013: Assistant Teacher at SIU Summer Camp, Thailand

2012: Volunteer at Thaicom English Camp, Thailand

**LANGUAGE SKILLS**

Myanmar: Excellent

English   : Intermediate

Thai        : Intermediate

**Work Experience**

2008 – 2009: **Librarian** at Mae Tao Clinic, Mae Sot, Thailand

* Lend and collect books, periodicals, videotapes, and other materials at circulation desks.
* Enter and update patrons' records on computers.
* Process new materials including books, audiovisual materials, and computer software.
* Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.
* Locate library materials for patrons, including books, periodicals, tape cassettes, Braille volumes, and pictures.
* Instruct patrons on how to use reference sources, card catalogs, and automated information systems.

2009- 2010: **A Tour and Interpreter** at Mae Tao Clinic, Mae Sot, Thailand

* Assists in translating medical text from English on behalf of internal and external customers; may translate patient education information as specifically requested.
* Establishes and maintains quality service and positive interaction with all patients, customers, visitors, health care providers, and clinical employees.
* Provides occasional services outside of normal working hours on as as-needed basis.
* offering sightseeing advice
* organizing and leading excursions
* problem solving
* translating and interpreting
* preparing reports

2010 – 2011: **Telephone Operator** at Online shopping service for Austria

* Listen and respond to customers’ needs and concerns
* Provide information about products and services
* Take orders, determine charges, and oversee billing or payments
* Review or make changes to customer accounts
* Handle returns or complaints
* Record details of customer contacts and actions taken
* Research answers or solutions as needed
* Refer customers to supervisors, managers, or others who can help

2015 June – August: **Marketing Assistance** at WIN Logistics Thailand

* analyzing questionnaires
* writing reports, company brochures and similar documents
* organizing and hosting presentations and customer visits
* assisting with promotional activities
* visiting customers/external agencies
* helping to organize market research