





## CONTACT ME AT

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## SKILLS SUMMARY

●●●● Teaching Skill

●●●● Creativity

●●●● Teamwork

●●●● Quick Learner

●●●● Flexibility

●●●● Communication

# PHYOE PYAE SONE

## FREELANCE TEACHER CUSTOMER SERVICE

### PERSONAL PROFILE

A passionate staff who loves to help or support services to the customers and clients. And love to make clients satisfied and feel their excitement during the whole process. Able to evaluate customers' feedbacks and always ready to improve myself.

Dedicated prospective teacher with half a year of experience in teaching KG and Grade 1 students. Passionate about quality of teaching and educator development. Looking to expand knowledge of the field by working with teachers who share same passion with me.

### EDUCATIONAL HISTORY

#### University for the Development of the National Races of the Union

Bachelor of Education | Dec 2017 - Present

- Majored in English
- Got a prize who can create the best teaching plan among the whole year.
- Outstanding student - Among 1% of my year (Salutatorian)

#### Taxila Institute of Leadership & Development

Educational Technology (Certificate) | Feb 2021 - May 2021

- Can use well basic applications of educational technology.
- Can use well all the Google tools

## SKILLS AND PROFICIENCIES

- Microsoft Office-Word, Excel and PowerPoint
- Digital Email marketing tools-MailChimp
- Video Editing

## LANGUAGES

- ● ● ● Burmese
- ● ● ● English
- ● ● ● Japanese

## WORK EXPERIENCE

### Customer Service

Snack Jar ( Snack Store) | June 2021 - Dec 2021

- replying customers' needs and order
- listing orders and contacting delivery
- content writing and editing

### Admin and Operation

Burma Wear (Local Clothing) | Jan 2022 - Present

- Dealing with customers and provide superior customer service
- Contacting delivery and following up on customers
- Maintaining a smooth relationship with suppliers and warehouses
- Supervising the operation processes

### Freelance Teacher

Jan 2022 - Present

- Teaching KG and Grade 1 students
- Teaching all the subjects and doing extracurricular activities
- Having good relationship with both parents and kids

## VOLUNTEER EXPERIENCE

### Operation Assistant

MELISSA | Feb 2022 - May 2022

- Brainstorming about the monthly topics
- Organizing talk shows, panel discussion and campaign.
- Finding and Contacting public figures and celebrities.
- Donating monthly pads and medicines
- Attending trainings and meetings