

CURRICULUM VITAE

Name : **Pyone Cherry Maung**
Gender : **Female**
Date of birth : **September 29, 1994**
N.R.C No. : **12/DaGaMa (N) 034013**
Nationality : **Myanmar**
Religion : **Buddhist**
Marital Status : **Single**
Address : **No. (310), (42) Quarter, Thakhin Ohn Phay Gyi St., North
Dagon Township, Yangon Region, Myanmar.**
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EDUCATION

December 2010 – September 2012.
Dagon University, Myanmar. Bachelor of Arts Degree

- Candidate for Bachelor of Arts in English.
- Major academic course: English literature and language.

December 2012 – September 2014.
University of Yangon, Myanmar. Bachelor of Arts (Honors) Degree

- Candidate for Bachelor of Arts (Honors) in English.
- Major academic course: English literature and language.

2005 – 2010.
No. (4) Basic Education High School, North Dagon.

- Achieved Matriculation Examination with three destinations.

EMPLOYMENT HISTORY

January 2015 – December 2015:

Staff (Translator-Interpreter)

Hyundai Motor Myanmar Co., Ltd.

No. (2) Quarter, Corner of Yangon-Insein Road and Thamine Station Street, Mayangone Township, Yangon Region, Myanmar.

- Translates the automotive and motorcycle news and documents of the company, either.
- Explores and watches news in websites and newspapers.
- Interprets between the General Managers and business partners, customers and local authorities.
- Makes researches when the GMs are asking for.
- Assists the General Managers.
- Searching for the sources for data and collect them.
- Keeps the documents systematically.
- Commits the office tasks.
- Explores Auto lease processes.

March 2016 – Current:

Translator-Project Coordinator

Kokorize Myanmar Co., Ltd.

5-B, River Side Residence, No. 456/458, Corner of Kannar Road (Strand Road) and Lanmadaw Road, Latha Township, Yangon Region.

- Translates and localizes in various fields.
- Interprets in the events.
- Proofreads the translations.
- Assures the quality of translation meet standard.
- Monitors and manages the part-time translators and freelancers.
- Handles and manages the huge projects which are up to 2 million words.
- Deals with the clients directly, takes full responsibility on the projects and solves their needs.
- Explores CAT tools.
- Learns CAT tools manually and upgrades skill.
- Attends webinars regarding CAT tools.
- Demonstrates Trados to the translators.

COMPETENCIES & INTERESTS

English 4 skills : **Proficient**

Japanese : **Basic**

Burmese skill : **Native**

Computer Skills :

- Excellent in using Microsoft Word, Excel and Power point.
- Basic level in Indesign software.
- Proficient in using CAT tools such Trados Studio, Xbench, Memsource.

Interests:

- Reading, hiking and travelling.