



## PROFILE

Background includes working with international experts from various organizations to perform document and verbal translation services. Excellent listening and communication skills with organized and systematic approach. Delivers high level of accuracy in English to Myanmar translation and vice versa. Range Officer and Project Assistant with over 5 years of successful experience in managing and monitoring human resources and natural resources.

## CONTACT

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## HOBBIES

Reading  
Writing  
Translating  
Travelling

# SOE WAI

Freelancer for Translation, Data Entry and Processing

## EDUCATION

### University of Forestry and Environmental Science

[December 2010] – [November 2015]

- In the grading system of our University, I got grade 4 (good) in cumulative G.P.A and also the Final Year G.P.A was grade 4 (good).

## WORK EXPERIENCE

### [AFoCO RETC, Forest Department] [Range Officer]

[December 2016] – [February 2021]

- Coordinated with local community and other agencies and organizations to manage and protect rangelands.
- Took active role in meetings with general public and local policyholders to discuss solutions for wildlife preservation and devise strategies for funding and implementing top options.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Developed team communications and information for meetings.
- Translating project documents, and sometimes editing and subtitling video clip for extension purpose

### [FREDA, FRI, UFES] [Project Assistant]

[November 2015] – [November 2016]

- Compiled reports and recorded activities for projects as part of comprehensive, compliance-driven recordkeeping strategies.
- Adhered to established schedules by facilitating work quality and timely delivery.
- Completed multiple tasks simultaneously to optimize project completion.

## SKILLS

English	85%
Microsoft Office	90%
SPSS	50%
R Programming	50%
GIS Software	75%
Video/Photo Editing	30%