**Resume**

Name : Soe Zaw Maw

Other Name : Junior

Date of Birth : 31.1.1989

National ID : 14/DA NA PHA (N) 134335

Nationality : Myanmar

Race : Karen, Bama

Religion : Buddhist

Marital Status : Married

**Education**

- B.A (English), Dagon University, Graduated in the year 2012.

- Diploma and Advanced Diploma in Civil Engineering from City & Guilds (UK) 2011-2012.

**Studied English at…**

La Salle Church (2007), British Council (2008-2009), IELTS class and TOEFL class

**Work Experience**

* Worked as a Trainee Coordinator at Myanmar Media Development Center (MMDC) in the year 2011.As a Trainee Coordinator, I have to translate and interpret directly between Trainers and Students. Assisted the Trainers at their respective classes. I also have to take records of the students and report to my senior officers every week.
* Worked as a Liaison Officer and Interpreter at 27th Sea Games representing Mizzima Media Group in the year 2013. Worked as a Team Leader and I took responsible for Custom Clearance and Visa for the Media persons from Vietnam, Malaysia, Thailand, Indonesia and Singapore. And also I had to arrange their Transportation and Accommodation.
* Worked as a Freelance Translator. Translated the media programs of Forever Media Groups. (MRTV-4). Translated the definition and procedures of Microfinance Program for a business group.
* Worked as a translator and interpreter for EU’s Community Policing Courses as a Freelance Translator / Interpreter.(2014)
* Worked as a Coordinator and Facilitator at Third Myanmar Media Development Conference which was held by International Media Support (IMS). My duties are facilitating, arranging dinners, invitations, helping and supporting the organizers.(2014)
* Worked as a note taker in a CSO Forum.(2014)
* Worked as a Project Coordinator at International Press Institute (IPI):64th General Assembly and World Congress. My responsibilities as a local organizer are to arrange transportations, accommodations, dinners, media tours and sightseeing tours for the participants (Journalists) from all over the world. (2014-2015)
* Worked as a translator at MRTV-4 for a year. (2015 – 2016)
* In the year 2015, I worked at Mizzima Media as a Project Coordinator. My responsibilities are to facilitate and arrange the Voter Education Trainings all around Myanmar, 20 different cities specifically. I have to arrange accommodation, transportation, Food and Financial procedures concerning with all parties (Trainers and Participants). UNESCO’s project of Conflict Sensitive Reporting and Peace Building Training on Mon State and Yangon. (2015 – 2016)
* Also, I played as a part of Secretariat Team in Fourth Myanmar Media Development Conference which was held on 10, 11 December, 2015.
* Started to join Myanmar Journalism Institute as a Communications Officer in February 2016 and still I am working at MJI. As a Communications Officer, I have to communicate with Donors and Partners Organizations, Client Organizations, different media houses from Yangon and other regions. Build a strong connection with media persons and media houses all around Myanmar. Facilitate and manage to call the applicants for our new classes. Organize trainings. Develop internal and external communications of the organization. Manage and Upload MJI’s activities and shared information on social network, media network and website. Collect information and photos of each and every training courses and activities made by MJI. Report to Donor Organizations and BOD members every month. Represent MJI to attend the Media event overseas.
* Also, in the same time, I am working with 4 different clients for Movie Translation and Subtitling. My clients are Mizzima Media Co.Ltd,. OSR, Cres Vantage and sorry that the rest I cannot provide as it is confidential.

**Skills**

* Can speak, write and read in English very well
* Can use computer very well. (Internet Access, Facebook, Websites, Email and other many tools)
* Extensive experience in organizing trainings and translation/Interpreting
* Effective communication and Inter-personal skills

**Contact Address**

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