



## OBJECTIVE

Dedicated Myanmar language Interpreter and Translator with strong expertise in English with over 10 years of experience in various fields. Exceptional interpersonal skills, strong cultural sensitivity and commitment to maintain the highest level of accuracy and confidentiality. Seeking opportunities to provide services to a broader demographic.

## SKILLS

Teamwork  
Problem-Solving  
Customer service

## LANGUAGES

Burmese | Native  
English | Advanced

## EXPERIENCE

**Freelance Interpreter and Translator** Jan 2013 – Present  
Freelance – Bangkok

- Providing simultaneous and consecutive interpretations for both online and onsite conferences, workshops, forums, product launches and meetings
- Providing translation, adaptation, proofreading of documents from English into Burmese and vice versa

**Simultaneous Interpreter and Translator** Mar 2014 – Present  
International Law Enforcement Academy Bangkok – Bangkok, Thailand

- Interpreter for law enforcement sensitive information for judges, prosecutors, police officers, law enforcement officials and social justice representatives
- Providing live simultaneous interpretations for lectures, discussions, panels to ilea executives attending ilea training courses
- Providing consecutive interpretations for some trainings and practical exercises
- Providing remote simultaneous interpretation/virtual interpretation for lectures, discussions and presentations on the interpretation platforms
- Rendering sight translations of training materials, documents, and other written materials.

**Language Teacher (English)** Mar 2009 – Apr 2011  
St. Aloysius English Language Insitute – Taunggyi, Shan State, Myanmar

- Creating lesson plans, keeping record and evaluating students for a range of classes and age groups
- Providing lectures, arranging and setting tests, examination papers and exercise
- Collaborating with other teachers to create an overall better learning environment for the students
- Carrying out extracurricular activities as needed

**Finance and Administration Assistant** May 2005 – Apr 2008  
New Humanity FOCSIV-Myanmar, Taunggyi, (INGO) – Taunggyi, Shan State, Myanmar

- Assisting the finance and administration sector in the running of the International Non-government organization based in Italy
- Making field visits with the Program Directors occasionally
- Carrying out procurement activities relating to office supplies and projects
- Ensuring that project files and administration documents are properly maintained
- Preparing the staff attendance sheet, leave forms, and update the personal profile of all the staff
- Making appointments with government authorities for administration/ project requirements and follow up the meeting arrangements and others including document delivery, travel permit application and submission of quarterly report
- Facilitating the transportation, accommodation arrangement for all the staff
- Assisting the administrator in controlling assets and inventory. Collecting the invoices from projects and keeping them in account for the Administrator's check
- Assisting in preparing quarterly reports for the projects and translating documents to report to government authorities. Interpreting during workshops, meetings, and discussions

## EDUCATION

**Master of Business Administration (MBA)** Jun 2011 – Aug 2013  
Assumption University, Bangkok – Bangkok, Thailand

**Bachelor of Arts (B.A English)** Jan 2001 – Jan 2004  
University of Taunggyi – Taunggyi, Shan State, Myanmar

## REFERENCES

- Mr. Barry J. Lucero, United State Institute of Peace (USIP), Washington D.C, +17035654318, blucerosip.org
- Mr. Michael Rohlf, U.S. Embassy Kingston, Jamaica (876)702-6072, rohlfsm@hotmail.com
- Mr. Barry A. Johnson, U.S Drug Enforcement Administration (Retired), Las Vegas, 1-914-433-4128, barry.johnson77yahoo.com

## VOLUNTEERING EXPERIENCE, MEMBER OF MYANMAR YOUNG CATHOLIC STUDENT (MYCS-BKK)

- Taking care of the well being and liberality of the students from Myanmar during the academic years in Bangkok.
- Helping each other in Study
- Supporting each other in student's life in abroad
- Making networks with other organizations