|  |  |
| --- | --- |
| **OBJECTIVE** | A freelance translator (English > Burmese/Myanmar), to utilize my professional strengths and knowledge |

|  |  |
| --- | --- |
| **PROFESSIONAL STRENGTH** | * Reliable, resourceful and multi-skilled translator with a proven ability to translate written documents
* Can communicate effectively with people from different background
* Proficient in Excel, Word, PowerPoint, Acrobat with accurate typing speed of 65 wpm
* Language services: translating, revising (proofreading and editing), interpreting
 |
| **LANGUAGES** | **Burmese/Myanmar** (Native)**English** (Full professional proficiency) |
| **EDUCATION** | * Certificate in Business Writing BC, Canada 2011
* Certificate in Marketing, and Organizational Behaviour BC, Canada 2010
* Bachelor of Commerce (Accounting) Myanmar (Burma) 2003
* Diploma in Business Studies Myanmar (Burma) 2000
 |
| **WORKING EXPERIENCE** | **Freelance Translator / Proofreader - Burmese (Myanmar)** 2008 May – Till now*Types of document translated: Training Kits, Conference Papers, Accounting and Finance related Presentations, Products’ Descriptions, Manuals, Mobile Applications, Websites, Contracts and Agreements, Questionnaires, Surveys, Reports, Policies, Personal Documents, etc.* **Project Document Management Administrator**2011 May –2014 Feb[Company], Vancouver, BC , Canada**Business Development Assistant**2006 Apr – 2007 Oct [Company], Dubai, UAE **Administrative and Accounting Assistant**2003 Jul – 2006 Feb [Company], Abu Dhabi, UAE  **Assistant Manager** 2000 May – 2003 May[Company], Yangon, Myanmar |
| **VOLUTEERING EXPERIENCE** | **Host Volunteer** - 2011Settlement, Languages, and Community (SLC) Services, S.U.C.C.E.S.S, Burnaby, BC, Canada  |
| **SKILLS** | Translation, Proofreading, Interpretation, Presentations and Proposals, Electronic Document Management (EDM), Accounts Receivable and Payable, Administrative support, Bookkeeping, Research, DTP |
| **SOFTWARE PROFICIENCY** | Advanced Excel, Word, PowerPoint, Outlook, Adobe Acrobat (Fillable Forms, Editable Forms, etc.), 4Projects EDMS, HTML5, Adobe Illustrator, Adobe Photoshop, Simply Accounting |
| **INTEREST** | Blogging (Burmese, English), Photography, Reading, Helping/Volunteering, Travelling, Writing |