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

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| **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** - 2011 Settlement, 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 |