Pyae Phyo Aung

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Professional Summary

Amiable, diligent, and meticulous graduate with a strong work ethic who is committed to serve the technology world as well as global economy in management information system. Determined to use skills and knowledge to achieve optimal result.

Work Experiences

Independent Consultant for Appen   May 2018–Dec 2019

- Assessed online web content projects according to detail criteria
- Evaluated web content using annotation tools (Excel, Google Sheets, etc.)
- Improved, reviewed and rated the visibility of web content, using a web application to support the measurement of search data context, quality and relevance

Information System Administrator for DISCO HI-TEC AMERICA, INC.   Nov 2017–Nov 2018

- Directed and assisted 50 onsite staffs and 40 remote employees in affiliate offices nationwide successfully
- Initiated transformative IT policies designed by enhancing measures of password requirement and user access to solidify system security
- Standardized procedures for Help Desk documentation to reduce users' devices downtime and improve troubleshooting efficiency

Internship

Web Administrator for ActionSpot (Startup)   June 2017–Aug 2017

- Designed, developed, and updated a variety of web pages successfully as assigned
- Prepared site update reports for submission to upper management on a regular basis
- Assisted other team members to improve the various aspects of site maintenance as needed

Projects Accomplished

Database project for CommUniverCity   Jan 2017–May 2017

- Consulted with sponsor/client to determine project scope
- Collaborated, exercised, and facilitated in a group of six to fulfill sponsor's needs
- Managed team communication, documents, and team schedule including status reports and Gantt Charts

Online Clothing Store   Aug 2016–Dec 2016

- Collaborated and devised with teammates to launch and generate fundraising clothing store as nonprofit organization as a team
- Created an online clothing store that provide user friendly navigation system through different web pages
- Generated product feedback forms for the public and the users

Job Search Request for Proposal (RFP)   Jan 2016–May 2016

- Devised a prototype of an online job search system for college students
- Designed and developed a Login, Sign Up, and registration function linked with job candidates' database
- Executed user testing and documented errors for further development and maintenance procedure

Skills

Team facilitation
Project Management
Microsoft Office Suite (Word, PowerPoint, Excel)

Tools

Microsoft Project
Multilingual (English, Burmese, and Mandarin)
Basic Programming (HTML, JS, CSS, PHP, SQL)
Visual Studio Community 2015

Awards/Achievements

2017 Accelerated Degree Completion Scholarship

Education

B.S., Business Administration, Management Information System (MIS)   Graduated August 2017
San Jose State University, San Jose, CA   GPA 3.1
A.A., Natural Science   Graduated May 2015
Ohlone College, Fremont, CA