



# KHIN THIRI MYAT

**3rd-year** BBA student at Rangsit University with hands-on experience in administrative operations, student counseling, and team coordination. Skilled in documentation processing, data entry, and record management, with a strong ability to liaise across teams to resolve issues. Proficient in Microsoft Office, detail-oriented, and eager to contribute to HR functions including onboarding, performance support, and E-System updates.

## PERSONAL

- Name**  
Khin Thiri Myat
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## LANGUAGES

Burmese	★★★★★
English	★★★★★
Thai	★★



## PROFESSIONAL EXPERIENCE

- Oct 2024 - Present** **Administration Officer**  
**Students' Center for Opportunities and Professional Education, Online**
  - Processed and organized meeting schedules, attendance records, and academic documentation with **100% on-time completion**.
  - Monitored online classes and provided prompt technical support, reducing downtime by **20%**.
  - Managed social media channels, improving engagement rates by **15% within 3 months**.
- Aug 2024 - Present** **Financial Officer**  
**RIC Music Club, Pathum Thani**
  - Managed club finances, including budgeting and expense tracking, maintaining 100% financial accuracy.
  - Prepared financial reports for executive committee review and secured funding for club activities.
- Aug 2023 - Present** **Teacher / Facilitator**  
**The Language Corner, Online**
  - Designed and delivered weekly English-speaking club sessions for junior learners aged 7-13.
  - Increased student speaking confidence by 30% through interactive and game-based learning activities.
- Aug 2024 - Present** **President of Internal Affairs**  
**RIC Culture Club, Pathum Thani**
  - Led internal operations for a 50+ member student club, ensuring smooth coordination between executive teams and members.
  - Designed and implemented operational plans that increased event participation by 25%.
  - Acted as liaison between members and leadership, resolving concerns within 48 hours on average.
- Jun 2023 - Present** **Head Team Leader**  
**Rangsit University International College Language Center, Pathum Thani**
  - Supervised and mentored 10+ Thai and international students in English-speaking programs.
  - Created interactive English-speaking teaching slides, improving participation rates by 25%.
  - Coordinated schedules and delegated tasks, ensuring 100% timely completion of program activities.
- Jan 2024 - Present** **Student Counselor**  
**SKYRISE Corner Education Agency, Thailand (Remote)**
  - Counseled over 30+ Burmese students annually on university choices, scholarships, and admission processes.
  - Reviewed and provided feedback on scholarship essays, resulting in a 40% higher acceptance rate for applicants.

Feb 2024 - Jul 2024	<b>Content Writer</b> SaMap Team, Online based
	<ul style="list-style-type: none"><li>Created business-focused articles and graphics, generating a 20% increase in reader engagement.</li><li>Developed and scheduled social media posts, growing the platform's reach by 15% in 3 months.</li></ul>
Sep 2023	<b>Usher (Part-Time)</b> MICE and Corporate Travel Event   IT&CM Asia and CTW APAC, Bangkok
	<ul style="list-style-type: none"><li>Provided front-line guest assistance for a 3-day international conference with over 500 attendees.</li><li>Guided participants to sessions, answered event-related queries, and ensured a positive guest experience.</li></ul>
Jun 2017	<b>Event Assistant</b> Phaung Daw Oo Monastic Education High School, Myanmar
	<ul style="list-style-type: none"><li>Assisted in planning and executing the high school graduation ceremony for 200+ attendees.</li><li>Managed paperwork, scheduling, and on-site logistics to ensure the event ran smoothly.</li></ul>
2017 - Dec 2022	<b>Sales &amp; Marketing Assistant</b> Family Medical Store, Myanmar
	<ul style="list-style-type: none"><li>Managed sales transactions and customer service for a busy family-run pharmacy.</li><li>Developed marketing strategies that increased monthly revenue by 15%.</li><li>Built relationships with repeat customers, increasing retention rates by 20%.</li></ul>

## EDUCATION

Jan 2023 - Present	<b>Bachelor of Business Administration (BBA)</b> Rangsit University International College, Pathum Thani, Thailand
	<ul style="list-style-type: none"><li>Specializing in International Business</li><li>Active in leadership roles: President of Internal Affairs (Culture Club), Financial Officer (Music Club), General Secretary (Table Tennis Club).</li><li>Expected Graduation: December, 2026</li></ul>

## KEY SKILLS

Documentation Processing & Record Management	★★★★★
E-System & Data Entry	★★★★★
Microsoft Office Suite (Word, Excel, PowerPoint)	★★★★★
Communication & Team Collaboration	★★★★★
Event Coordination & Scheduling	★★★★★
Attention to Detail	★★★★★
Customer Service & Student Support	★★★★★
Cross-Cultural Communication	★★★★★
Administrative support	★★★★★



## COURSES & CERTIFICATIONS

- 2025 - Jul 2025 **Canvas Credentials (Badgr) logo English for Business and Entrepreneurship MOOC MOOC**
  - Completed a U.S. Department of State-sponsored program designed for non-native English speakers to develop business English and entrepreneurship skills.
  - Covered opportunity identification, market research, business model development, business planning, and investor pitching through case studies, readings, and video lectures.
- 2020 - 2021 **Business Computing**  
iNet College
  - Learned practical skills in Microsoft Office Suite (Word, Excel, PowerPoint), database basics, and presentation tools. Applied these skills to create reports, manage data, and support administrative tasks.
- Aug 2025 **Google Digital Marketing & E-commerce Professional Certificate**  
Coursera
  - Gained hands-on skills in SEO, social media management, content creation, and e-commerce strategy.
  - Applied data-driven marketing and customer engagement techniques through real-world projects.



## AWARDS & ACHIEVEMENTS

- **Presented research** at RSU International Research Conference 2025 (RSUCON) on *The Role of Machine Learning in Personalizing Media Streaming Platforms*.
- **Placed 4th** in the IB Hackathon among 20+ teams, presenting a marketing project that improved customer engagement strategy.
- **Achieved Silver Medal** at the Global Natural History Day 2017 Finals in Chongqing, China, showcasing research and presentation skills.
- **Received Good Citizen Award** for community service and leadership at PDO Monastic Education School.
- **Secured 2nd Place** in a school debate competition, demonstrating persuasive communication and critical thinking.
- **Completed Business Computing Course** at iNet College, gaining proficiency in Microsoft Office and database management.
- **Awarded Certificate of Honor** by PDO Monastic Education School for academic excellence.
- **Certified in Leadership and Disruption** Online Course, applying innovation and change management strategies to student leadership roles.
- **Participated** in SEASAC sales competition 2025



## PUBLICATIONS & RESEARCH

*The Role of Machine Learning in Personalizing Media Streaming Platforms: Insights from Rangsit University Students.* Presented at the RSU International Research Conference (RSUCON), Apr 2025.



## REFERENCES

- SKYRISE CORNER  
Education Agency **Ms. Kay Thwe San**  
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- Rangsit University      **Prinda Setabundhu (Aj.Pap), Associate Dean for Student Affairs**  
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