

San Shwe

IT Project Coordinator

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SUMMARY

Results-oriented IT professional with a strong foundation in project coordination, web development, and IT operations. Skilled in leading projects, managing timelines, and fostering effective teamwork to deliver successful solutions. Eager to apply my technical expertise and problem-solving abilities to contribute meaningfully to innovative projects and dynamic teams.

EXPERIENCE

Junior IT Project Coordinator

YOMA Group

Sep '24 — Present

Yangon, Myanmar

Promoted to Junior IT Project Coordinator in December 2024

- Planned and coordinated IT projects, ensuring timely delivery and adherence to project goals.
- Managed project timelines, resources, and budgets to optimize efficiency and minimize risks.
- Collaborated with cross-functional teams to facilitate effective communication and ensure alignment, leading to a 75% decrease in project-related misunderstandings.
- Conducted regular project status updates and reported progress to key stakeholders.
- Implemented quality assurance measures to maintain project standards and deliver high-quality solutions.
- Utilized project management tools like ClickUp to track project progress and identify potential issues, resulting in a 60% reduction in project delays.

Frontend Web Developer Intern

HiSkyTech

Jul '24 — Aug '24

Pakistan (Remote)

- Developed user-friendly and responsive web applications using React.js and Node.js.
- Implemented real-time features using WebSockets.

Guiding Teacher

Freelance

Jun '17 — Jul '24

Yangon, Myanmar

- Mentored over 100 matriculation students, developing personalized study plans to significantly improve their academic performance.

English As A Second Language Teacher

Future Stars

Oct '22 — Jun '24

Yangon, Myanmar

- Implemented engaging lesson plans to enhance student participation, comprehension, and overall academic achievement.

EDUCATION

Higher Diploma in Infocomm Technology, TMC Academy (GPA: High Distinctions)

Feb '23 — May '24

Singapore

- Relevant Coursework: Web Development, Project Management, Database Systems, Cloud Computing, Network Operating Systems, Programming Languages(C++, C#, Java)

CERTIFICATIONS

IELTS Test Report Form

British Council

Jun '22

PROJECTS

Final Diploma Project, TMC Academy [Link](#)

Feb '24 — Apr '24

- Designed and developed a responsive university website with staff and student portals using JavaScript, PHP, and Bootstrap.

SKILLS

Project Management Agile Methodologies, Budget Management, Project Management, Risk Assessment, Time Management, Microsoft Project, Coordination Of Projects, ClickUp, Procurement, Project Tracking

Collaboration and Communication Collaboration, Communication Skills, Communication Planning, Team Collaboration

Documentation and Planning Documentations, Attention to Detail, Project Proposals, Project Planning

Problem Solving Problem Solving, Brainstorming

Technical Skills Software Proficiency, Frontend development skills, Web Development, Full Stack Development, Microsoft SharePoint

REFERENCES

Available upon request