

# San Shwe

IT Project Coordinator

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## SUMMARY

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Motivated and detail-oriented IT professional with hands-on experience in project coordination, task tracking (ClickUp), web development, and IT operations. Adept at managing project timelines, facilitating cross-functional collaboration, and supporting agile delivery. Known for strong problem-solving skills, clear communication, and a passion for applying technology to drive innovation and improve workflows. Currently pursuing a BSc (Hons) in Computer Science and eager to contribute to impactful, tech-driven projects.

## EXPERIENCE

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### Junior Project Coordinator

Sep '24 — Feb '25

YOMA Group

Yangon, Myanmar

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

### Frontend Web Developer Intern

Jul '24 — Aug '24

HiSkyTech

Pakistan (Remote)

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

### Guiding Teacher

Jun '17 — Jul '24

Freelance

Yangon, Myanmar

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

## EDUCATION

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### 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)

### Bachelor of Science (Honours) - Top Up in Computer Science, University of Northampton

Feb '25 — Present

Singapore

- Artificial Intelligence Techniques, Computing Dissertation, Cyber Security and Cryptography, Database 3, Media Technology

## PROJECTS

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### Computer Dissertation Project, University of Northampton [Link](#)

Jun '25 — Present

Singapore

- Built a scalable, user-friendly project management tool using the MERN stack, React, and Tailwind CSS, inspired by ClickUp.
- Integrated Google OAuth, real-time updates via WebSockets, and AI Features

### 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

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**Project Management** Agile Methodologies, Budget Management, Project Management, Risk Assessment, Time Management, Microsoft Project, Coordination Of Projects, ClickUp, Procurement, Project Tracking, Reporting, Stakeholder Communications, Dashboards

**Collaboration and Communication** Collaboration, Communication Skills, Communication Planning, Team Collaboration, Presentations

**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, Office, PowerPoint

**Languages** English, Mandarin, Burmese

## REFERENCES

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Available upon request