

SAN SHWE

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[Portfolio](#), [LinkedIn](#), [Github](#)

SUMMARY

Proactive and detail-oriented IT graduate with experience in project coordination, web development, and IT operations. Skilled in leading project efforts, managing timelines, and collaborating across teams to deliver solutions. Currently seeking opportunities to apply my skills in project coordination and IT in a professional environment.

EXPERIENCE

IT Project Coordinator Intern, Yoma Group

Sep 2024 - Present

- Led the development of an onboarding platform for new hires, streamlining document submission and providing easy access to pre-first-day guidelines.
- Proposed and designed a user-friendly SharePoint site tailored for onboarding, improving the new hire experience.
- Coordinated project plans and deadlines in ClickUp, ensuring timely reminders for due dates.

Frontend Web Development Intern, HiSkyTech

July 2024 - Aug 2024

- Developed user-friendly forms with validation and responsive design using React.js, enhancing accessibility and user experience.
- Created an interactive to-do list and a real-time chat application, implementing local storage and WebSockets for seamless data handling.

Guiding Teacher, Freelance

June 2017 - July 2024

- Mentored matriculation students and developed tailored study plans to enhance academic performance over 7 years.

Final Diploma Project, TMC Academy, Singapore

Feb 2024 - May 2024

- Designed and developed a responsive university website with staff and student portals.
 - Managed the project lifecycle, including planning, coding, and quality testing.
 - Used JavaScript, PHP, and Bootstrap to create dynamic, user-friendly interfaces.
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EDUCATION

Higher Diploma in Infocomm Technology

Feb 2023 - May 2024

TMC Academy, Singapore

- Graduated with High Distinctions in all subjects.
 - Relevant Coursework: Web Development, Project Management, Database Systems
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ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Full-stack Development (HTML, CSS, JavaScript, PHP, Bootstrap, MERN Stack, SQL), ClickUp, Microsoft Project, Microsoft Office
- **Soft Skills:** Communication, Teamwork, Problem-Solving, Adaptability, Time Management, Leadership
- **Certifications:** IELTS (British Council, Jun 2022), Excellence in English Writing (Hysan Education, Mar 2018)