

San Shwe

IT Project Coordinator

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SUMMARY

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 Computing and eager to contribute to impactful, tech-driven projects.

EXPERIENCE

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

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

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

Singapore

- 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, 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

Available upon request