

San Shwe

IT Project Coordinator

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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. Seeking to leverage my educational background and enthusiasm for IT project coordination to contribute positively to a dynamic team. Ready to learn and grow in a challenging role while delivering high-quality results.

EXPERIENCE

IT Project Coordinator Intern

Sep '24 — Present

YOMA Group

Yangon, Myanmar

- Assisted in planning and coordinating IT projects, ensuring timely completion and adherence to objectives.
- Supported project managers in tracking progress, updating documentation, and maintaining communication among team members.
- Developed an innovative onboarding platform for new hires, reducing document submission time by 50% and increasing access to pre-first-day guidelines by 75%.
- Proposed and implemented a user-friendly SharePoint site specifically for onboarding, resulting in a 90% improvement in the new hire experience.

Frontend Web Developer Intern

Jul '24 — Aug '24

HiSkyTech

Pakistan (Remote)

- Improved user experience by 20% by developing responsive forms with React.js and validation.
- Enhanced real-time data handling by 30% by creating a to-do list and chat app using WebSockets.

Guiding Teacher

Jun '17 — Jul '24

Freelance

Yangon, Myanmar

- Mentored over 100 matriculation students, developing personalized study plans that led to a 20% increase in academic performance based on standardized test scores.

English As A Second Language Teacher

Oct '22 — Jun '24

Future Stars

Yangon, Myanmar

- Utilized engaging lesson planning techniques to increase student participation and comprehension by 30%, resulting in improved test scores and overall 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)

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.
- Managed the project lifecycle, including planning, coding, and quality testing.
- Used JavaScript, PHP, and Bootstrap to create dynamic, user-friendly interfaces.

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 Office 365