

## PERSONAL DETAILS

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Name : Win Win Maw  
Phone Number : 070 8559 2155  
Email : [winwinmaw.sytreacy@gmail.com](mailto:winwinmaw.sytreacy@gmail.com)  
Nationality : Myanmar  
Current visa : Engineer/Specialist in Humanities/Int'l Services  
Validity : 2028.2.26  
Line : <https://line.me/ti/p/kClvxsideg>  
Portfolio : <https://sytreacy.github.io/portfolio/index.html>

## EDUCATION

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**Gusto Higher Education Institute** Yangon, Myanmar  
Pearson BTEC Level 5 Higher National Diploma in Computing

**Yangon University of Foreign Languages** Yangon, Myanmar  
Bachelor of Arts (Japanese)  
- Selected for Scholarship from Bank of Tokyo-Mitsubishi UFJ 2017

## PROFESSIONAL EXPERIENCE

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### Receptionist, Marketing Staff

Spring Massage 2<sup>nd</sup> May, 2024 – 7<sup>th</sup> February, 2025

- Greeted customers and managed appointments
- Assisted with customers concerns
- Managed phone calls and inquiries
- Processed payments and transactions
- Conducted marketing research
- Manage the backend media accounts
- Coordinated with agents for the advertisement of the services, contracts
- Generated reports on sales and data
- Handled administrative tasks (data entry, guidelines)
- Acted as a translator between Japanese company and the superior in the meeting

**Front Office Assistant**

Pun Hlaing Hospitals

25<sup>th</sup> September, 2023 – 31<sup>st</sup> March, 2024

- Handled patients' registration and appointments using Patient Administration System (PAS)
- Communicated with international patients in English, Japanese, and Chinese
- Managed transactions, issued receipts, and ensured accurate reporting
- Mentored new staff in system navigation and customer service

**Commercial Intern**

Shop App MM

June 2023 – 7<sup>th</sup> September, 2023

- Conducted sales content research and product photography
- Assisted with reporting and presentation delivery
- Ensured consistent and timely project updates

**Web Developer Intern**

Lyrion Innovations

February 2022 – April 2022

- Designed interactive websites using HTML, CSS, JS, PHP, and MySQL from scratch
- Translated technical requirements into user-friendly interfaces

**VOLUNTEER EXPERIENCE**

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**Content Writer**

Hype Think Education Academy

October 2022 – June 2023

- Ensured the contents' accuracy and credibility by editing and proofreading
- Researched, wrote content for the company's blog, covering topics related to productivity, language skills, life advice, survival, and technology
- Participated in editorial meetings and contributed ideas for improving the publishing process

## CERTIFICATES & COURSES TAKEN

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Coursera February 2024  
**Google UX Design Professional Certificate**

Hype Think Education Academy – HT EDU February 2023  
**Google Tools Workshop & Training for Volunteers**

University of Taxila December – January 2023  
**Certificate in Career Readiness and Professional Development (CRPD)**

Advanced Institute of Mechanics & Technology – AIMT August – May 2022  
**Web Development Course**

**Japanese Level Proficiency Test (N2)** January 2018

Yangon University of Foreign Studies February 2017  
**Bank of Tokyo-Mitsubishi UFJ Scholarship Certificate**

## LANGUAGES

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Burmese (Native)

English (Advanced)

Japanese (N2)