

PERSONAL DETAILS

Name : Win Win Maw
Email : 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

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

Receptionist, Marketing Staff

Spring Massage, Let's Relax Spa & Onsen 2nd May, 2024 – 7th 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

25th September, 2023 – 31st 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 – 7th 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

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

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

Burmese (Native)

English (Advanced)

Japanese (N2)

STUDY ABROAD AND INTERNATIONAL EXPERIENCE

JENESYS 2018 (ASEAN Inbound Program 19th Batch) January 22 - 29, 2019
Exchange in Japanese Culture Workshop (in Japan)

- Participated in an exchange program on Japanese culture and society, organized by the Japanese government and hosted by local organizations and companies
- Developed cross-cultural communication skills through interactions with fellow participants and host family members
- Gained insights into different approaches to technology and innovation through visits to university
- Demonstrated adaptability and flexibility by adjusting to new cultural norms and customs during the program