

HSU PYAE AUNG

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PROFESSIONAL SUMMARY

Recent business graduate with practical experience in event planning, HR coordination, and internal operations. Supported national-level conferences and collaborated cross-functionally to ensure seamless project delivery while leading onboarding initiatives. Seeking to apply strong organizational, analytical, and communication skills in a professional role.

WORK HISTORY

COURSE REPRESENTATIVE | 09/2024 - 05/2025

Sheffield Hallam University - Sheffield, United Kingdom

- Collected and analyzed feedback from 20 classmates, presenting insights to lecturers and course staff to improve academic experience.
- Built and maintained positive relationships with peers and 5+ faculty members, facilitating discussions and practical solutions.
- Communicated meeting outcomes and key updates to all classmates through clear and timely messaging.
- Strengthened skills in communication, leadership, problem-solving, and stakeholder engagement through monthly meetings and collaboration.

HR AND MEMBER DEVELOPMENT LEAD | 02/2024 - 03/2025

AIESEC in West Yangon

- Managed onboarding, training, and performance tracking for 30+ members.
- Coordinated monthly team meetings and internal operations.
- Maintained internal documentation via Excel and schedule timelines for operations.
- Collaborated cross-functionally with various departments to ensure alignment on organizational projects and events.

EVENT OPERATIONS TEAM LEADER (NATIONAL CONFERENCE) | 04/2024 - 07/2024

AIESEC in Myanmar

- Coordinated delegate services, logistics, and on-site activities for 40+ attendees, ensuring smooth event execution and positive brand experience.
- Managed event timelines, schedules, and contingency plans, achieving 100% ontime delivery of all sessions and activities.
- Resolved multiple real-time issues per event, maintaining seamless delivery and strong attendee satisfaction.

- Worked with External Relations to align sponsor needs, guest logistics, and brand requirements, strengthening sponsor relationships and event visibility.

HR ASSISTANT | 07/2023 - 01/2024

AIESEC in West Yangon

- Supported recruitment and onboarding by preparing materials, assisting with interviews, and guiding new members into organization.
- Contributed to internal projects including training sessions, performance reviews, and team-building activities.
- Worked with team leaders to support member engagement and ensure alignment with organizational goals.

EVENT MANAGEMENT TEAM MEMBER | 01/2023 - 06/2023 AIESEC in West Yangon

- Managed end-to-end delegate services including registration processes for 100+ participants, inquiry handling, and on-site support to enhance participant experience.
- Collaborated cross-functionally with finance and marketing teams to align operations with organizational goals and brand messaging.
- Maintained detailed event documentation, checklists, and feedback reports, contributing to a 10% improvement in efficiency and attendee satisfaction for future events.

SKILLS

- | | |
|---|---|
| • Microsoft Office | • Problem-solving |
| • Microsoft Excel | • Task Management |
| • Cross-functional Teamwork and Collaboration | • Adaptability in dynamic team environments |
| • Time Management | • Recruitment and Onboarding Support |

EDUCATION

Sheffield Hallam University - Sheffield | Bachelor of Arts

Business Management - Upper Second Class Honours (2:1)

Myanmar Imperial University - Myanmar | Higher National Diploma

Business Management

LANGUAGES

English

Advanced

Burmese

Advanced

REFERENCES

References available upon request.