ELIZABETH CHAI
JUNIOR WEB DEVELOPER

CONTACT

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📞 09-781317023

📍 Yangon, Myanmar

EDUCATION

Trinity College, Hartford, CT
B.A. Philosophy; Public Policy and Law, 2016
GPA: 3.69

University of Vienna, Vienna, Austria
Trinity-in-Vienna Study Abroad Program, 2015

International School of Myanmar
High School Diploma 2012

SKILLS

JUNIOR FRONT END WEB DEVELOPMENT: HTML, CSS (Bootstrap, Sass, Compass), JavaScript (jQuery, React, JSON APIs and AJAX, Rest APIs), Git Version Control, C++, Node.js, Responsive Web Design
GRANT WRITING: Proposal Writing, Project Planning, Budget Development, Conducting Secondary Research, Grant Prospecting

AWARDS

Completed Guided Studies: European Civilization with Distinction (Trinity College)
-Spring 2014

Faculty Honors (Trinity College)
-Fall 2012
-Fall 2013
-Spring 2015
-Fall 2015
-Spring 2016

ACTIVITIES

New York University Tandon School of Engineering - Computer Science Bridge Program
Jan. 2019 to June 2019
https://engineering.nyu.edu/academics/degrees-programs/bridge-program-nyu-tandon/computer-science-bridge-program

Self-study Full Stack Web Development
June 2019 to Current
Free Code Camp, Udacity, Udemy

Self-study Front-End Web Development ·
https://teamtreehouse.com/elizabethchai
Nov. 2017 to Mar. 2018

VOLUNTEERING

#AskForZarni - Break the Silence
2018 to 2019 · Yangon, Myanmar
A campaign to raise awareness about sexual harassment in Yangon

YWCA Sexual Assault Crisis Services · Hotline volunteer
Feb. 2016 to May 2016 · New Britain, CT

Trinity College Best Buddies Chapter · Treasurer and Host Site Coordinator
Oct. 2012 to May 2014 · Hartford, CT

EMPLOYMENT

May 2018 to Dec. 2018

Koe Koe Tech
Yangon, Myanmar
Grants Coordinator
Koe Koe Tech is Myanmar's preeminent IT social enterprise. Koe Koe Tech focuses on developing software which address key social needs in the fields of Health, Law and Governance in Myanmar.
-Research and prepare draft grant proposals, including elements such as budgets and timelines
-Assemble, review and submit grant applications
-Work closely with Programs and Developer team on creation of proposals
-Create Business Development materials including pitch decks and presentations
-Won three grant contracts (worth approximately $120,000)

Jan. 2019 to Mar. 2019

Grants Manager (Part-Time)
-Set funding targets and priorities for 2019
-Created detailed project plan for a recently launched app, Pyo Pyo May (including the theory of change and a three-year plan)
-Assisted in managing and helping train new grant writers

Mar. 2018 to May 2018

mspiral Creative Agency
Yangon, Myanmar
Front-end Web Development Intern
-Implemented responsive front-end web design using custom theme on two Drupal websites

May 2017 to Sept. 2017

LoLa Myanmar
Yangon, Myanmar
LoLa Myanmar was a startup committed to providing an e-commerce platform for small Myanmar businesses.
-Setting goals and objectives to be met by team members
-Managing day-to-day activities at the office including planning, assigning and directing work
-Budgeting, controlling costs and keeping the start up on track financially
-Translating documents from English to Myanmar

June 2016 to Jan. 2017

The Law Firm of Hugh H. Mo, P.C.
New York, NY
Legal Assistant
-Drafted and composed external correspondences and administrative court documents
-Coordinated with other parties to schedule attorney visits, court appearances, and meetings
-Prepared invoices, paid bills, and maintained financial records
-Managed case files and records

Jan. 2016 to May 2016

NARAL Pro-Choice Connecticut
Hartford, CT
Public Policy Intern
-Conducted research on reproductive health policy
-Assisted with Crisis Pregnancy Center legislative education
-Coordinated media campaigns and campus outreach activities

Sept. 2015 to Dec. 2015

Connecticut Association for Human Services
Hartford, CT
Development Intern
-Assisted in writing grant applications and letters of inquiry to corporations and foundations

Sept. 2013 to Dec. 2014

Trinity College
Hartford, CT
Student Assistant
-Dean of Students Office (Sept.2014 - Dec. 2014)
-Office of International Students and Scholars (Sept.2014 - Dec. 2014)
-Accommodation Services (Sept.2014 - Dec. 2014)
-Watkinson Library (Sept. 2013 - Dec.2014)
-Library Cataloging Department (Sept.2013- Dec.2014)