

MAUNG MAUNG LAY (RAPHAEL)

Undergraduate writer of award-winning poetry and prose, and web developer in training with a passion for Open Source.

Work Experience

DVANI / A&D Gem Corp. est. 1958

Accounting, Marketing & Production (Oct 2014 - Feb 2018)

Accounts Payable/Microsoft Excel (VBA)

- Created VBA programs and spreadsheets to automate workflow and track and display reports on cash-flow and purchase orders
- These spreadsheets helped streamline the Production and Accounts Payable departments and are still in use at the company today

Publicity and Marketing

- Used Adobe Photoshop to design advertisements and banners that were published in industry-leading magazines and displayed on show floors. Trade-show publicity and brand promotion contributed to the 1 million dollars in sale per show, and led to conversations with new customers who became some of our biggest clients
- Coordinated with PR firms to select jewelry to be worn at Red Carpet events. Our jewelry was worn by Rihanna at the 2017 Met Gala and Celine Dion at the 59th Grammy Awards (among several other celebrities), leading to coverage in publications like People Magazine and Hollywood Reporter
- Led the re-design of the company website by creating UI mockups in Photoshop and acting as a liaison between management and web developers
- Used Constant Contact to send mass emails, establish brand identity, and engage with customers

Customer Service/Quality Assurance

- Coordinated local gemstone suppliers, craftsmen, and jewelers to create or customize over 100 pieces of jewelry to our customers' specifications

Leadership Experience

Art through Love & Letters- American Embassy Rangoon

President, Event Organizer (July 2011 - May 2014)

- Led a team of volunteers and organized the "Jazz Cafe" and "White Valentine's Day" festivals. Both events were well-received and had over 200 paying attendees each
- Organized weekly group poetry and fiction readings in collaboration with the Baldwin Library

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Projects

NeetThoughts.com

Personal blog made in Wordpress, customized with css, and hosted on my own VPS

ramraphael.github.io

A digital portfolio showcasing my coding projects

Skills

Programming Languages

C++, Python

Learning: HTML, CSS, Javascript

Platforms and Software

Trello, Adobe Photoshop, Microsoft Excel, Microsoft Office Suite, Google Office Suite, Intuit Quickbooks

Languages

English, Burmese, Tamil

Education

CUNY Hunter College- 3.53 GPA

2017 - 2021

Creative Writing

Bridge to Tech- The Knowledge House & NYC Tech Talent Pipeline

April - July 2018

HTML, CSS & JavaScript Intensive

Awards

Inaugural Irawaddy LitFest

Feb 2013 Short Story Contest

Runner-Up