Name: Lin Khant Htel

Email: linkhanthtel@icloud.com

Website: https://linkhanthtel.github.io

Contact: +95 9 254077935

Date of Birth: 31/03/1999

Personal Skills

- A strong learner and motivated person

- Good communication and problem-solving skills

- Humble and friendly with a positive attitude

- Adaptable and flexible approach

- Time management and teamwork

Technical Skills

- Proficient in HTML, CSS, Tailwind, JavaScript, Bootstrap, jQuery

- Have a solid understanding in API, AJAX, OOP, XML

- Familiar with PHP, MySQL, Python, C++

- Skillful in using Figma, Adobe XD, Adobe Photoshop, Canva

- Video Editing (DaVinci Resolve, iMovie)

Language Skills

- Burmese – Native

- English – Professional

- Chinese - Professional

- French – Intermediate

- Japanese – Intermediate

Qualifications

- Professional Diploma in Human Resources Management [OTHM (UK)]
- Diploma in French Language (DELF A2)
- Computing and GCE O-Level (International Language & Business Centre)
- Computing Summer Course (International Language & Business Centre)
- Certificate of Completion [Front End Development] (W3 Schools)

Education

- B.A (Hons) in Anthropology   Dec 2015 – Jan 2021

  University of Yangon
- Full Scholarship Exchange Student   2018

  Tsinghua University
- Full Scholarship Exchange Student   2017

  Chulalongkorn University

Professional Experiences

Data Admin [Talent Experts Recruitment Agency]   Dec 2022 – Present

- Collect candidates' CVs from various sources and keep files in the database
- Verify entered CVs data by reviewing, correcting, deleting, and reentering data; combining and purging files to eliminate duplication of data
- Prepare and post active jobs to appropriate job websites, LinkedIn page, Facebook page, other Facebook groups and other social medias etc.
- Format the shortlisted candidates' CVs into company CV format
- Maintain operations by following policies and procedures
- Collaborate with team to achieve better results

Online Marketing Associate [Life Mart]   Oct 2021 – Mar 2022

- Manage social media and respond to inquiries

- Handle sales records and customer service

- Make phone calls and arrange the orders

- Analyze and manage all data of the organization

- Handle translation if required

Independent Researcher [Department of Anthropology]   May 2020 – Oct 2021

- Develop research proposals and design studies to answer research questions

- Conduct literature review to identify existing research in each field

- Collect, analyze and interpret data

- Write reports and present findings to clients or other stakeholders

- Collaborate with other researchers and professionals as needed

Publications

Is Yangon leading to an increase in people living in locations susceptible to natural disasters?

2nd International Conference on Burma/ Myanmar Studies (ICBMS II) · Feb 17, 2018

https://register.burmaconference.com/pdf_proceeding.php?abs_id=41

Other Experience

Freelance Web Developer

- Develop and maintain websites for colleagues, friends and start-up businesses

- Create static websites for non-profit organizations

- Create website design and user interface design

- Develop web contents and articles

Interests

- Artificial Intelligence, Machine Learning, Data Science
- Cultural Exchange, Learning Languages
- Traveling, Photography, Technology
- Soccer, Cycling, Dancing, Hiking

Volunteer Experiences

- Ambassador   March 2019 - Present

  [International Astronomy and Astrophysics Competition]

- Ambassador   July 2019 - Present

  [International Youth Math Challenge]