

NANDAR MIN TUN

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SKILLS AND ABILITIES

Management: Results-based project management, professional proposal writing, fundraising and donor relationship, project design analysis, monitoring and evaluation (M&E), program management experience from both implementer and funder positions

Research and analysis methodology and practice: qualitative, quantitative, and mixed methods

Writing, editing, and presenting informational reports, data visualizations, dashboards, memos, and fact sheets

Software: Microsoft Office applications, Survey Monkey, Zoom

Application of R Statistical Software and RStudio (tidyverse, dplyr, ggplot, knitr, rmarkdown)

- Designing, executing, and evaluating empirical research projects critically and constructively
- Visualizing and analyzing data (heat maps, charts, graphs, tables, dashboards, infographics)
- Testing hypotheses about empirical relationships (summary statistics, two-sample differences tests, hypothesis tests, association tests, linear regressions), interaction effects, categorical predictors, tabular analysis, and transformations
- Data Wrangling (creating, manipulating, subsetting, tidying data frames)

Java Programming

- Developed an Android mobile phone app using Java programming language to fulfill capstone requirement for bachelor's degree in Computer Engineering
- Analyzing user requirements and resolving any technical issues arising
- Conducting software analysis, programming, testing, and debugging

Tableau (exploring, managing, and visualizing data)

Basic C++ Programming

Basic VHDL (Very High-Speed Integrated Circuit Hardware Description Language)

- Contributed to award-winning group project Hand-Crank Battery Charger using VHDL

Basic Image Processing with MATLAB

Management: Results-based Project Management, Professional Proposal Writing, Fundraising and Donor Relationship

Languages: English, Burmese

EDUCATION

American University, School of International Service

Washington, DC

Master of Arts in International Development

May 2023

Graduate Certificate in Social Innovation for Global Impact

May 2023

University of Technology (Yatanarpon Cyber City)

Pyin Oo Lwin, Myanmar

Bachelor of Engineering in Computer Engineering

November 2015

PROFESSIONAL EXPERIENCE

Cuso International

Yangon, Myanmar

Program Development Advisor (Asia)

April 2020 – May 2021

- Contributed to country and regional focus plan programming, performance indicators, and implementation plan
- Analyzed and maintained in-depth understanding of the development context in Myanmar and the ASEAN region and suggested innovative approaches and partnership to maximize impact
- Forged relationships with existing and potential partners to support program development and contribute to increasing Cuso International's profile
- Conducted donor mapping and monitored program funding databases to identify program funding opportunities aligned with the Country and Regional Focus Plan
- Planned, coordinated, wrote, and edited program development documents (proposals, concept notes), ensuring a participatory and well-organized process, in coordination with other key departments

Program Manager

March 2019 - March 2020

- Worked closely with the Country Program Office team to plan and develop relevant volunteer placement documentation that clearly linked to program strategic goals
- Identified challenges that volunteers faced during their placements, provided professional development support to help them achieve their objectives, and mitigated any risks that may have arisen during their placements
- Developed monthly M&E progress reports to track progress of volunteer placements and small grant projects
- Maintained and updated logical frameworks, M&E work-plans, indicator tracking tables, and various assessment and evaluation tools to ensure that these aligned with program objectives and fed into reports and planning
- Worked in collaboration and in consultation with Cuso International's local partners, volunteers, and other

stakeholders to identify relevant development interventions to deliver established strategic and implementation plans, led and contributed to the development of concept notes and proposals

- Participated in the development of volunteer in-country orientations upon arrival, facilitating some of the learning and orientation events as appropriate

International Bridges to Justice

National Program Coordinator

Taunggyi, Myanmar

June 2017 - March 2019

- Offered programmatic support and design for a project operating six legal aid offices around the country that offers services in the area of criminal defense to marginalized and vulnerable populations of Myanmar
- Translated legal training materials, government notifications, and case documents
- Provided interpretation and administrative assistance at roundtable discussions, workshops, lawyer training events, and formal meetings with government officials
- Designed, coordinated, and took charge of community outreach events called "Know Your Rights Campaigns" that aim to raise legal awareness in the community and promoted participation of both local communities and local authorities at the events
- Developed and adapted M&E systems and trackers to record project progress and improve and address gaps in information management, and report writing across projects
- Arranged broadcast of theater performance for the campaign to a mass audience on multiple platforms
- Analyzed legal case database and statistics to create donor reports with accurate data, findings, and produced presentations that highlight key metrics

MyanCare Telemedicine

Project Officer

Yangon, Myanmar

January 2016 – May 2017

- Managed all aspects of outside engagements and event planning
- Coordinated external communications, including newsletters, and social media networking
- Provided general administrative support to the entire office and other challenging projects as required
- Collected content for weekly, monthly, and quarterly status report updates

INTERNSHIP AND FELLOWSHIP EXPERIENCE

American University

Conflict Mitigation Practicum Working Group Member

Washington, DC

September 2022 - December 2022

- Contributed to production of a focused analytical research report in response to a statement of work issued by Alliance for Peacebuilding (AfP)
- Conducted literature reviews about the efficacy of the UN's Sustainable Development Goal 16 implementation in twelve countries and five indicators of SDG 16
- Facilitated interviews with a selected number of subject matter experts
- Wrote and edited policy recommendation session of the report

Action Network (Campaign for New Myanmar)

Fellow

Washington, DC

June 2022 - August 2022

- Advocated for passing the BURMA Act in the Senate
- Oversaw Congressional engagement for constituents
- Led public relations effort in Burma by translating campaign materials to keep the public informed about the progress of the BURMA Act
- Conducted research on sanctions and briefed the Department of State on sanctions developments

LEADERSHIP EXPERIENCE

Brahmaso Humanitarian Aid Organization

Volunteer (IT and Communications Desk)

Mandalay, Myanmar

December 2015 - June 2017

Jefferson Center

Program Host (Touchstone Discussion and Public Speaking Clubs)

Mandalay, Myanmar

November 2015 - June 2017

HONORS AND AWARDS

USAID Lincoln Scholarship

Received fully funded scholarship to earn two-year master's degree in the US. As an additional component of the Lincoln Scholarship Program, participate in a multi-phase training program at George Mason University's Jimmy and Rosalyn Carter School for Peace and Conflict Resolution (Carter School) to develop conflict resolution skills and prepare for leadership roles after the graduation in the US.