

I am a curious thinker who thrives in high-pressure environments, excelling in roles such as stage performance and event logistics. I have honed my organizational and leadership skills through various admin and supervisory roles. My diverse work and education experience demonstrates my adaptability and eagerness to learn. I have a proven track record of enhancing operational efficiency and fostering continuous improvement and I am actively working on further developing technical ability to enhance systematic approaches.

## Employment history

*May 2024 - Present*

### Configuration Officer

Navantia Australia at Melbourne

- Established systematic tracking systems for technical data with automated data validation and population to ensure efficiency and compliance to company technical data management plan.
- Managed the configuration between the company design and product baseline within Teamcenter Software.
- Created python scripts that integrated with enterprise software tool to enforce data integrity in the production database for engineers.
- Attended client facing meetings to communicate multidisciplinary engineering processes and logistical considerations to stakeholders.
- Conducted thorough assessments of system configurations, leading to substantial improvements in performance and compliance with industry standards.
- Partnered with cross-functional teams to identify configuration discrepancies, fostering a culture of continuous improvement and shared accountability.
- Facilitated training sessions for team members on configuration protocols, promoting a cohesive understanding and enhancing overall team performance.
- Developed configuration plans and created technical documentation to reflect cohesive processes.

*Oct 2023 - May 2024*

### Administration Officer

Navantia Australia at Melbourne

- Oversee Melbourne office finances via SAP, ensuring accuracy and efficiency.
- Coordinate travel logistics for staff, enhancing operational productivity.
- Support COO as Executive Assistant, streamlining executive tasks.

# Salina Myat

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## Skills

Leadership

Microsoft Office

HTMS, JS, CSS

Python

SQL and noSQL

MERN Stack

React Dev

Technical Writing

Editorial and Copywriting

*Experienced*

Fast Learner

Highly Organized

Event Planning

## Languages

English

*Native*

Chinese

*Proficient*

*Jun 2022 - Jul 2023*

### **Stage Performer**

Percussion Australia at Sydney

- Musician and educator for Taikoz and Synergy (Percussion Australia) including corporate and school events.

*May 2020 - Jul 2023*

### **Stage Performer**

Drummer Queens at Various

- Touring artist for Drummer Queens theater show (including corporate events).

*Mar 2017 - Jan 2023*

### **Front of House Supervisor**

Sydney Conservatorium of Music at Sydney

- Manage the front of house and logistics for Internal and External events at the Sydney Conservatorium of music.

*Mar 2016 - May 2020*

### **Receptionist/Student Admin**

Dux College (Crimson Education) at Sydney

- General administrative duties running a branch of tutoring franchise including managing facility, organising materials for classes, managing student payments and enrolments.

*Jan 2016 - Oct 2019*

### **Classroom Music Teacher**

VIP Music at Sydney

- Creating and implementing beginner level music theory and keyboard classes for primary aged students before and after school in a classroom setting.

*Jan 2015 - Jul 2018*

### **Private Tutor**

Alchemy Tuition at Sydney

- Creating and implementing teaching resources for high school and primary school aged Maths and English 1-1 students.

*Jan 2014 - Jul 2014*

### **Food Service Worker**

McDonald's at Sydney

## **Education**

*Jul 2025 - Present*

### **Master of Software Engineering**

University of Melbourne at Melbourne

## Full Stack Development

edX and University of Sydney Coding Bootcamp at Sydney

## Bachelor of Music (Performance)

University of Sydney at Sydney

St George Girls High School at Sydney

## Additional information

### Internship

[Education Intern, Musica Viva, Sydney](#)

Duties included: creating accessible captions for video education content, consolidating info from Tessitura, consolidating data from Mailmerge, working with Google Analytics to filter through feedback

### Review writer

[CutCommon Magazine](#)

After winning a young writers competition, I was invited by CutCommon Magazine to contribute reviews for Classical Music concerts including Symphonies and Operas.