



- Marketing affairs and relating with relevant ministries
- Joining making strategic plans
- Checking and verifying all documents before submitted to the director
- Leading or joining recruiting teachers and staffs
- Joining reviewing curriculum of academy
- Teaching assessment of teachers
- Staff performance appraisal
- Arranging monthly staff meeting
- Arranging monthly teacher meeting
- Overseeing daily activities of teachers and staff
- Supervising payroll for teachers and staff
- Supervising daily, weekly and monthly activity reports
- Supervising all financial transaction report
- Supervising student reports
- Solving all problems including student, staff and teacher problems

May 2010-Jan 2011 : Worked at the New Hope for Cambodian Children  
**Last Position : Part-Time Camp Follow-Up Program Coordinator**

- Duties :**
- Program planning and reporting
  - Staff recruitment and selection
  - Camper recruitment and selection
  - Organizing and leading program
  - Arranging transportation for campers and staff
  - Leading and coordinating camp activities
  - Supervising camp activities and logistics
  - Training new staff of camp

Oct 2008 – Oct 2009 : Worked at the Management Institute of Cambodia  
**Position : Part-Time Lecturer**

- Duties :**
- Teaching students with methodology
  - Preparing course outlines and good techniques
  - Making and correcting the mid-term test and final test

May 2005 – Oct 2008 : Worked at the New York International School  
**Last Position : Branch Manager**

- Duties :**
- Supervising teachers and staff
  - Controlling administrative affairs
  - Controlling financial affairs and money collection from receptionist
  - Managing and controlling academic affairs
  - Daily activity monitoring
  - Monthly activity reports
  - Substituting teaching if in case
  - Solving all problems including student, staff and teacher problems

Jun 2006 – Jun 2007 : Worked at the Asia Euro Institute  
**Position : Part-Time Teacher of HRM and Protocol**

- Duties :**
- Teaching students with methodology
  - Preparing course outlines and good techniques
  - Making and correcting the mid-term test and final test

- Jun 2006 – Jun 2007 : Worked at the Ministry of Labor and Vocational Training  
**Position** : **Part-Time Administrative Staff**  
**Duties** : -Printing official cards  
 -Making records of meeting  
 -Assisting all admin affairs
- Jan 2004 – Feb 2005 : Worked at the BELTEI International Institute  
**Position** : **Part-Time Teacher of English**  
**Duties** : -Teaching students with methodology  
 -Preparing course outlines and good techniques  
 -Making and correcting the mid-term test and final test
- Jan 2002 – Jan 2004 : Worked at the International Languages Institute  
**Position** : **Part-Time Teacher of English**  
**Duties** : -Teaching students with methodology  
 -Preparing course outlines and good techniques  
 -Making and correcting the monthly tests and final test
- Aug 2001 – Oct 2006 : Lived and Joined at the Enfants du Mékong Organization  
**Position** : **Student & Volunteer**  
**Duties** : -Living and studying  
 -Joining activities: teaching and going to help poor and sick people

### **Educational Background**

- 2011 : **Master of Business Administration in the field of Management**,  
 at the Phnom Penh International University (PPIU)  
*Student receiving 50% discount for payment of the school fee*
- 2006 : **Bachelor of Business Administration in the field of Management**,  
 at the National University of Management (NUM)  
*Scholarship Student, Passed the Scholarship-Examination*
- 2001 – 2002 : Foundation Year Student, studying in general for the first year,  
 at the Institute of Technology of Cambodia (ITC)  
*Scholarship Student, Passed the Scholarship-Examination*
- 2001 : High School Diploma, at the Samdach Euv High School,  
 in Banteay Meanchey Province  
*Outstanding Student of Banteay Meanchey Province*

### **Highlighted Career Development**

#### Oversee Training Workshops

- Aug 31 – Sep 3, 2012 : Certificate of Participating the APAME 2012 Convention on New Horizons  
 in Scientific Writing and Publishing (included WIPRM Journal Committee  
 Meeting and Post Convention Workshops), in Kuala Lumpur, **Malaysia**  
*(1 week)*
- Nov 3 – Nov 7, 2010 : Certificate of Participating the Global Partnership Initiative Network Meeting,  
 focusing on Strategic Planning, Staffing and Follow-Up Programming,  
 supported by the Association of Hole in the Wall Camps in USA,  
 at the Kwalata Game Range in Johannesburg of **South Africa**  
*(1 week)*
- Jul 29 – Aug 9, 2010 : Certificate of Participating the Staff Training Camp Session,  
 and observing the Camp Session for Children Campers  
 at the Camp Color of Love 2010 in Xiang Deng Province of **Vietnam**  
*(2 weeks)*

### Language Training Courses

- Feb 2009 – May 2009 : Certificate of the Chinese Course of Basic Chinese Conversation,  
at the Student Resource Development Organization
- Apr 2005 – Jul 2005 : Certificate of Teaching of English as a Foreign Language (TEFL) to Adult,  
at the New York International School
- Oct 2003 – Apr 2004 : Certificate of General English at Upper-Degree, granted an Excellent Grade,  
at the BELTEI International Institute
- May 2003 – Oct 2003 : Certificate of English Listening and Speaking Skills at Advance Degree,  
at the International Cambridge Institute
- Sep 2003 – Dec 2003 : Certificate of English-Khmer Translation and Interpretation Skills,  
at the Cambodia Youth Volunteers Organization

### Computer Training Courses

- Sep 2011 – Mar 2012 : Certificate of Web Design, at the Cambodia Information Technology Organization
- Aug 2011 – Sep 2011 : Self-study of Photoshop, based on the textbook of Photoshop of BCC
- Nov 2010 – Dec 2010 : Self-study of QuickBooks, based on the textbook of QuickBooks of VIA
- May 2008 – Jun 2008 : Finished self-study of Repairing, based on the textbook of Repairing of BCC
- Mar 2006 – Jul 2006 : Certificate of Microsoft Access, at the National University of Management
- Apr 2002 – May 2002 : Certificate of Microsoft Power Point, at the Royal Pc Center
- Dec 2001 – Feb 2002 : Certificate of Microsoft Word & Excel, at the Royal PC Center

### Other Training Courses

- May 22-24, 2012 : Certificate of Report Writing Skills, at VBNK
- Sep 2011 – Oct 2011 : Certificate of PSP 4-Year Strategic Planning, at the Ponleu Sokhapheap (PSP)
- Sep 22-23, 2011 : Certificate of Strategic Communication Skills for Manager,  
at the Cambodia Microfinance Association
- Dec 30-31, 2010 : Certificate of Child Development & Helping Children Heal  
from Trauma and Abuse, at NHCC in Kompong Speu, Cambodia
- Oct 18-22, 2010 : Certificate of Participating the Impact Health Care Course Level 1, (*Basic First Aid, CPR, Food Safe & Nutrition, Infection Control, Worms, Lice & scabies, Personal Health & Oral Health*), at the Preah Ket Melea Hospital
- Aug 9-13, 2010 : Certificate of Participating the Camp Lotus Staff Training & Camp, at NHCC
- Dec 2008 – Jan 2009 : Certificate of Leadership, at the Volunteer Youth Community for Democracy
- Dec 2005 – Apr 2006 : Certificate of Secretary and Administrative Affairs, at the Asia Euro Institute
- Dec 2005 – Apr 2006 : Certificate of Public Communication, at the Asia Euro Institute
- Dec 2005 – Apr 2006 : Certificate of Protocol, at the Asia Euro Institute
- Sep 2005 – Nov 2005 : Certificate of Office Skills, at the Institute of European Union
- Jan 2006 – Feb 2006 : Certificate of Effective Communication, at the CamE Institute
- Jan 2006 – Feb 2006 : Certificate of Creative Problem Solving, at the CamE Institute
- Nov 23<sup>rd</sup> – 24<sup>th</sup>, 2011 : Certificate of Attendance of the 5<sup>th</sup> National Nursing & Midwifery  
Conference on the theme of Strengthening the Quality of Nursing &  
Midwifery Care through Education and Professionalism
- May 25<sup>th</sup>, 2006 : Certificate of Participation of the Longman Workshop “Teaching, Speaking  
and Writing Skills using Cutting Edge and Classroom Management Skills”
- Apr 24<sup>th</sup> – 26<sup>th</sup>, 2006 : Certificate of Participation of the Human Rights and Law,  
at the Cambodia League for the Promotion and Defense of Human Rights
- May 5<sup>th</sup>, 2007 : Driving License from the Ministry of Public Works and Transport

## Languages

Khmer : Mother Tongue

English : Fluent

## Personal Characteristics

- Honest and reliable
- Fast learner in taking action
- Sufficient leadership
- High responsibility
- High flexibility
- High risk taker

## Referees

*-Name, Position, Organization*

*Tel: ### ## #*

*-Name, Position, Organization*

*Tel: ### ## #*

*-Name, Position, Organization*

*Tel: ### ## #*

## Remarks

**Expected Salary** : (Negotiable based on your organization's financial policy for salary scales)

**Info. Ensuring** : I would like to ensure that all the information above is true. For all relevant documents, I will bring them on the date of getting interviewed.

ព្រះរាជាណាចក្រកម្ពុជា  
Kingdom of Cambodia  
ជាតិ សាសនា ព្រះមហាក្សត្រ  
Nation Religion King

លិខិតសរសើរ

Certificate of Award

Ponleu Sokhaphheap អង្គការពន្លឺសុខភាព  
admires with merit presented to សូមភោគសរសើរ និងថ្លែងអំណរគុណយ៉ាងជ្រាលជ្រៅចំពោះ

**Mr. Sieng Bouhoeurng លោក សេន្យុខ ធីតេន្យុខ**

that actively worked in the organization joining ដែលបានបម្រើការងារយ៉ាងសកម្មនៅក្នុងអង្គការ ចូលរួមចំណែក  
to provide information and capacity development opportunities ក្នុងការផ្តល់ព័ត៌មាន និងឱកាសអភិវឌ្ឍសមត្ថភាព  
related to good medical practice to health professionals ទាក់ទងនឹងការអនុវត្តន៍វេជ្ជសាស្ត្រត្រឹមត្រូវដល់អ្នកវិជ្ជាជីវៈសុខាភិបាល  
in order to enhance health service quality. Sokha ដើម្បីលើកកម្ពស់គុណភាពសេវាសុខភាព។

Phnom Penh, June 15, 2012

រាជធានីភ្នំពេញ, ថ្ងៃទី១៥ ខែមិថុនា ឆ្នាំ២០១២



វេជ្ជបណ្ឌិត ធី ចេងហួយ នាយកប្រតិបត្តិ  
Dr. LY Cheng Huy, Executive Director