

CURRICULUM VITAE

NAME AND SURNAME : **CHEY CHANSOPHAON**

Address : Group15, Mondol 3, Sangkat 4, Khan Mittapheap, Sihanouk Province, Cambodia.

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I. PERSONAL INFORMATION:

Nationality : Khmer
Citizenship : Khmer
Sex : Female
Date of birth : November 22nd, 1982

II. EDUCATIONAL BACKGROUND

- 05-Jan-2013 : Has Successful Completion of the Workshop on Supporting Street Children Understanding Substance Abuse and HIV/AIDS.
- 18- May-2013 : Has Successfully Completed the Workshop on How to Be a Great Staff At Life University Sihanouk Province.
- 2009-2010 : University of Management and Economic (Foundation Year)
- 2003-2005 : Don Bosco Technical School Sihanouk Ville
(Subject offered: Secretarial Administration, Principles of Management, Principles of Marketing, Contemporary Business, Basic Accounting, Information Technology, English Grammar, English Conversation, Health and Hygiene, Moral and Personality Development and Hospitality , etc.)
- June 2005 : Certificate of Team Work & Private Victory at New Town International School.
- Nov 2004-Apr 2005: Has successful completed the short course of OFFICE SKILL
(General Accounting, Management and Administration) at WOW School.
- 2001-2003 : Short Course in English Grammar at WOW School.
- 1998-2001 : Completed High school, at Tonlop high school.
- 1995-1998 : Completed Secondary school, at Tonlop Secondary school.

III. WORKING EXPERIENCE:

- 01-31 August 2005 : Training as an Secretary and Administrator at City Hall.
- 2005-2014 : Secretary, Administrator and Librarian at Life University.

IV. SKILL/ABILITY:

- Computer : Ms-Word, Ms-PowerPoint, Ms-Publisher, Ms-Excel, Ms-Access basic, Adobe Photoshop, Adobe PageMaker, Adobe Illustrator, Web Editor, Web Canvas, Typing, Internet & Email.
- Language : English Fair (Speak, Read and Write).
- Other : Basic office procedure, Communication and Moral.

V. HOBBIES:

- Sport : Valley ball & Basket ball.
- Reading : Business book & Story book.
- Travel : National Resort.

VI. REFERENCE:

- Mrs. Hong Sophorn, Secretary Section Manager at Don Bosco Technical School.
Tel: 016 871 454 , 097 97 26 426
- Mrs. Chhun Sonida, President's Secretary at Life University.
Tel: 016 678 928