

CURRICULUM VITAE

1. Personal Detail:

Name : Seng Rean Sey
Sex : Male
Date of Birth : 10 October 1983
Place of Birth : Kandal Province
Marital Status : Married
Nationality : Cambodian
Present Address : #65, Street. 313, Buengkak1, Toul Kork, Phnom Penh
Hand phone : (855) 99 930 056
E-mail : reansey@gmail.com

2. Education Background:

Date	Institution	Degree
2011- Present	Phnom Penh International University	Pursuing Bachelor of Business Management
2005-2007	Asia Human Resource Development Center	Certificated of Multi-Skills Program

3. Work experiences:

Employer : Leapdog Marketing
Date : 01 February 2012 to Present
Position : Senior Website Coder

Main Responsibilities:

1/. To do Tasks:

- a. Keep versions and plugins updated regularly
- b. Perform Custom coding as needed
- c. Suggest and Implement SEO friendly modules, parameters, plugins, etc.
- d. Troubleshoot issues with current designs and CSS / JavaScript
- e. Research and provide solutions for problems and issues as requested
- f. Optimize design layout and set up additional pages as content is provided by writers

2/. Working Requirement:

- a. Excellent communication
- b. Daily updates
- c. Creativity and willingness to share ideas
- d. Goal oriented
- e. Team player
- f. Problem solver

Employer : Asia Human Resource Development Center/Institute (Cambodia)

Date : 01 January 2008 to 25 January 2013

Position : IT Staff/IT Coordinator

Main Responsibilities:

1/.TEACHING

Performance Standard #1:

1- Teaching:

- a. Prepare every lesson of IT courses and other assigned workshops carefully according to given syllabus.
- b. Teach every lesson carefully to best enhance students to advance in their competence and according to their real situations.

- c. Complete teaching progress for every lesson (Teaching Record).
 - d. Prepare lesson plans and submit to Academic Dean every week.
 - e. Complete students' attendance sheet daily and submit to Administration Office every day for follow-up.
 - f. Assist to train staff/students' interns/ volunteers.
 - g. Report any urgent concern or problem relating to teaching or students as soon as possible.
 - h. Follow up students' regulations every day and report to Administration Office for any disciplinary matter or problem every week.
- 2- Examinations:
Grade and submit all test and examination results to Academic Dean within one week after the examination date.
- 3- Extracurricular activities:
Assist in extracurricular activities or workshops as assigned.

2/.CURRICULUM

Performance Standard #2:

- 1- Assist to research, prepare and revise the curriculum before deadline.
- 2- Assist to prepare and revise standardized examinations to Academic Dean at least one week before the examination date.

3/.IT TECHNICAL SUPPORT

Performance Standard #3:

- 1- Assist to coordinate setup, maintenance and repair of Center's computer hardware.
 - a. Assist to coordinate setup and maintenance of networking.
 - b. Assist to setup, update and assist to recommend necessary software for effective operation.
 - c. Assist to schedule and implement routine maintenance including data backup and cleaning of computer equipment for the Center every three months.
 - d. Assist to follow up and report of repair of hardware and software.
 - e. Assist to update anti-virus definitions for the Center every day.
 - f. Assist to promote and train other staff in careful use of computer equipment and organized management of documents in computers, etc.
 - g. Complete and check on "IT Job Records" under the categories of routine maintenance, setup, repair, etc. daily. Report to Academic Dean every month.
 - h. Assist to evaluate for better efficiency and use of resource.
- 2-IT support
 - a. Provide in-house training or assistance in computer knowledge to enhance job efficiency and quality such as preparing statistics, organizing data, PowerPoint, etc.
 - b. Assist to provide IT support for all Centers' activities.
- 3- Website and Newsletter
 - a. Design, check and update the information of the center's website every week (everyday when necessary).
 - b. Coordinate and collect information for newsletter for the center every three months.

4/. ADMINISTRATION

Performance Standard #4:

1. Assist in other administrative duties for the Academic Office such as preparing curriculum-related materials as required and checking the teaching schedule especially at the beginning of each semester.
2. Assist in the workshop preparation: OHP, LCD Projector, Materials, Name Card Holder, Certificate design etc.

Employer: Asia Human Resource Development Center (Cambodia)

Date : 01 July to 31 December 2007

Position : Office Assistant for Administration Office

Main Responsibilities:

1/. CLERICAL/ADMINISTRATIVE SUPPORT, ASSISTANT AND PAPER WORKS

Performance Standard #1:

- a. Prepare some administrative document such as announcements, students and staffs documentation and related document for the Center and send to be checked by Administrative Manager and to be signed by Director, before the deadline.
- b. Number the income and outgoing letters, record them in the book(s) and file, organize and store them orderly and safely-to be updated monthly.
- c. Run errands such as go to post office to get letters and other things and give to the manager to check, ENTER stamp and record them in the Letter-In Book and deliver to right place or person weekly and assist in purchasing and process all out going mails if need.
- d. Help manager to find important information such as students related job vacancies to be posted on bulletin or information board(s).
- e. Responsible for copying and making book for Center.

2/. INVENTORY/LOGISTIC

Performance Standard #2:

- a. Label and record new purchased items weekly.
- b. Report to Manager in case of lost or broken equipment.
- c. Update list inventory (in database) and give the report to Admin Clerk monthly.
- d. Work closely with other Department for the better cooperation in updating and managing all inventories.
- e. Make sure that all the Center's properties were placed or stored at or in the safe area to be checked everyday.
- f. Cooperate with Accounting Clerk for office equipment and supply management.
- g. Find out the effective and efficient ways to control all the Center's properties.
- h. Determine or estimate the future need of equipment.

3/. SAFTY AND SECURITY

Performance Standard #3:

- a. Do patrol inside the Center in the rush hours.
- b. Help to handle security problem if needed.
- c. Every month, check all the safety system i.e. fire extinguishers, emergency alarm, automatic light etc.
- d. Assist manager to fine the ways for better safety and security for the Center.

4/. STUDENTS AFFAIRS

Performance Standard #4:

- a. Implement or follow up the rule(s) with the students **daily.**

5/. BUILDING AND EQUIPMENT MAINTENANCE

Performance Standard #5:

- a. Check all the part of the building and equipment weekly to see how they are.
- b. Report manager in case of any things broken or unusual.
- c. Coordinate all the building and equipment maintenance i.e. follow up with repairman or guard who responsible for fixing them.
- d. Ensure that all the Center's equipment being used in the right ways.

6/. COOPERATION

Performance Standard #6:

- a. Cooperate with other staffs, church, missionaries and short terms etc. for students' evangelism.
- b. Cooperate with other staffs to enhance smooth operation for the Center.
- c. Assist in all of the Center's activities or workshops as assigned.

4. Training Courses:

Topics	Location	Institute	Date
Team Building	Phnom Penh	Asia HRDI	21 Mar, 2012
Effective Teaching and Learning (Staff Development Workshop)	Phnom Penh	Asia HRDC	Sep-Nov, 2011
Conflict Management	Phnom Penh	Asia HRDC	12-16 Jan, 2009
Teaching English as a Second Other Language (TESOL)	Phnom Penh	Asia HRDC	27-28 Mar, 2008
Online Marketing	Online	Leapdog Marketing USA	2012

Language:

Language	Speaking	Reading	Writing	Listening
Khmer	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good

5. Other Skills:

- Good communication and work well in team
- Independent and individual work
- High abilities to learn new technique and knowledge and adapt to live in isolated remote with different cultures and languages very quickly
- Adaptation to with the people in rural area



ក្រសួងអប់រំ យុវជន និង កីឡា
មន្ទីរអប់រំ យុវជន និង កីឡា រាជធានីភ្នំពេញ
 Phnom Penh Municipal Service
 Education, Youth and Sports

ព្រះរាជាណាចក្រកម្ពុជា
 ជាតិ សាសនា ព្រះមហាក្សត្រ
 KINGDOM OF CAMBODIA
 NATION RELIGION KING



អង្គការអភិវឌ្ឍន៍ធនធានមនុស្សអាស៊ីនៅកម្ពុជា
 Asia Human Resource Development Center (Cambodia)

វិញ្ញាបនបត្រ
Certificate

No: 90039

សូមបញ្ជាក់ថាឈ្មោះ: **សេង រង្សី**

This is to certify that **Seng Rean Sey**

ភេទ: **ប្រុស** ថ្ងៃខែឆ្នាំកំណើត: **១០ តុលា ១៩៨៣**

Male born on **10 October 1983**

បានប្រឡងបញ្ចប់ដោយជោគជ័យនូវកម្មវិធីសិក្សាពហុជំនាញ

has successfully completed the Multi-Skills Program

ឯកទេស: **អង់គ្លេស និង កុំព្យូទ័រ**

majoring in **English and Computer**

កម្រិត: **មូលដ្ឋាន**

Fundamental Level

ពីថ្ងៃទី **០២ ឧសភា ២០០៥** ដល់ ថ្ងៃទី **០៧ មេសា ២០០៦**

from **02 May 2005** to **07 April 2006**

ប្រគល់ជូនវិញ្ញាបនបត្រនេះដើម្បីប្រើប្រាស់តាមការដែលអាចប្រើបាន។

This certificate is issued for official use.

ប្រធានមន្ទីរអប់រំ យុវជន និង កីឡា រាជធានីភ្នំពេញ
 Approved by Director of Phnom Penh Municipal
 Department of Education, Youth and Sports



ថ្ងៃចេញ/Issued Date: **២៣ កញ្ញា ២០០៥**



ក្រសួងអប់រំ យុវជន និង កីឡា
មន្ទីរអប់រំ យុវជន និង កីឡា រាជធានីភ្នំពេញ
 Phnom Penh Municipal Service
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 Asia Human Resource Development Center (Cambodia)

វិញ្ញាបនបត្រ
Certificate

No: 90086

សូមបញ្ជាក់ថាឈ្មោះ: **សេង រង្សី**

This is to certify that **Seng Rean Sey**

ភេទ: **ប្រុស** ថ្ងៃខែឆ្នាំកំណើត: **១០ តុលា ១៩៨៣**

Male born on **10 October 1983**

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has successfully completed the Multi-Skills Program

ឯកទេស: **អង់គ្លេស និង កុំព្យូទ័រ**

majoring in **English and Computer**

កម្រិត: **មធ្យម**

Upper Level

ពីថ្ងៃទី **០២ ឧសភា ២០០៦** ដល់ ថ្ងៃទី **០៦ មេសា ២០០៧**

from **02 May 2006** to **06 April 2007**

ប្រគល់ជូនវិញ្ញាបនបត្រនេះដើម្បីប្រើប្រាស់តាមការដែលអាចប្រើបាន។

This certificate is issued for official use.

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ថ្ងៃចេញ/Issued Date: **២៣ កញ្ញា ២០០៥**



ព្រះរាជាណាចក្រកម្ពុជា
KINGDOM OF CAMBODIA
ជាតិ សាសនា ព្រះមហាក្សត្រ
NATION RELIGION KING



អង្គការអភិវឌ្ឍន៍បណ្តុះបណ្តាលស្តីពីការគ្រប់គ្រង
កិច្ចប្រកួតប្រជែង
ត្រូវបានប្រគល់ជូន

ឈ្មោះ **សេង រេន ស៊ី** ភេទ **ប្រុស**

ដែលបានបញ្ចប់ដោយជោគជ័យនូវ វគ្គបណ្តុះបណ្តាល

អំពី **ការគ្រប់គ្រងជំនាស់** រយៈពេល **២០** ម៉ោង


ពីថ្ងៃទី **១២** មករា **២០០៩** ដល់ ថ្ងៃទី **១៦** មករា **២០០៩**

ប្រធានបទ:

ការយល់ដឹងពីជំនាស់, ប្រភពនៃជំនាស់,

ការឆ្លើយតបពាក់ព័ន្ធនឹងជំនាស់, ការស្តារប្រទេសជាតិ

ភ្នំពេញ ថ្ងៃទី **16** ខែ **01** ឆ្នាំ **2009**


ស្រុន សុខហ៊ុន, នាយកប្រតិបត្តិ



PEACE BRIDGES
CERTIFICATE OF ACHIEVEMENT

is awarded to

Name **Seng Rean Sey** Sex **Male**

Who has successfully completed a training course


On **Conflict Management** Duration **20** hours

From **12 January 2009** To **16 January 2009**

Topic Covers:

Understanding Conflict, Sources of Conflict, Five Responses to Conflict, Effective Listening Skills

Phnom Penh, Date **16 01 2009**


Sar Sokhakpong Daniel, PB Coordinator





Asia Human Resource Development Center
(Cambodia)

CERTIFICATE OF ATTENDANCE

This is to certify that

SENG REAN SEY

has attended a

two-day "Professional Development Workshop" on
Teaching English as a Second Other Language

conducted from 27th to 28th March 2008.

P.P, 28th March, 2008.

