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**Prim Saratt**

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**Experience**

**April 2012 - Present: Sessional Teacher of English at** [**Paññāsāstra University of Cambodia**](http://sr.puc.edu.kh/) **(PUC)**

**June 2004 - Present: Freelance Translator**

I started working as a freelance translator in 2004 and in November 2008 I decided to join [Proz.com](http://www.proz.com/profile/792253) and I was admitted into the [Proz.com Certified PRO Network](http://www.proz.com/certificates/pro/pro_certificate_792253.jpg) as a translator working in the language pair of English to Khmer. Since then, I have successfully handled numerous translation / proofreading / copywriting / transcription projects for both local and foreign clients. I have also provided onsite and on the phone interpretation (OPI) services. Below are some of the projects I completed in 2015.

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| --- | --- | --- | --- |
| Service Offered | Word Count | Context | Agency |
| Translation (Eng>Khm) | 11548 | Legal report | [Absolute Translations Ltd](http://www.absolutetranslations.com) |
| Proofreading (Eng>Khm) | 3268 | Medical  | [US Translation Company](http://www.ustranslation.com)  |
| Translation (Eng>Khm)  | 51155  | Medical & health care plan | [Translatus Europe s.r.o.](http://www.translatus.com/en/) |
| Translation (Eng>Khm | 7014 | Legal contract | [Asia Translate Net](http://www.asiatranslate.net) |
| Proofreading (Eng>Khm) | 29973 | Legal  | [Strategic Agenda UK LTD](http://www.strategicagenda.com) |
| Translation (Eng>Khm) | 10504 | Education  | [LRA INTERPRETERS, INC.](http://www.lrainterpreters.com/) |
| Translation (Eng>Khm) | 23508 | Education  | [Technical Translations](http://www.technical-translations.co.uk) |
| Translation & Desktop Publishing | 11091 | Medical & health care plan | [wintranslation](http://www.wintranslation.com) |
| Translation (Eng>Khm) | 64676 | Marine  | [Translation Solutions Corporation](http://www.translationsolutions.org) |
| Translation (Eng>Khm) | 7862 | Water pump manual | [One Planet](http://www.one-planet.net) |

For projects completed in the past years, please visit <http://www.proz.com/profile/792253>.

**May 2012 – May 2015:** [**Borei Angkor Resort & Spa**](http://www.boreiangkor.com/index.php)
I was a **Training & Development Manager** at Borei Angkor Resort & Spa, a truly Cambodian five-star hotel set right in the centre of Siem Reap, where privacy and connectivity blend together to form a perfect base for exploring the 'Kingdom of Wonder'.

As the business grew, Borei Angkor Resort & Spa was put under a new brand called [**INNOTALITY**](http://innotality.com/), a professional local hotels group embodying the richness and tradition of Khmer culture acquired by a unique portfolio of distinctive hotels and resorts - a Cambodian 5-star **Borei Angkor Resort & Spa**, a high-end personalized hospitality **Privilege Floor**, and a premier boutique **Lotus Blanc Resort**, where I had to play a centralized role looking after all sources of training across the properties.

**January 2009 - May 2012:** [**Apsara Authority**](http://www.autoriteapsara.org/en/apsara.html) **(Department of Conservation of Monuments and Preventive Archaeology)**
I started working for Apsara Authority as a payroll administrator in one of the departments formerly known as Dept. of Monuments and Archaeology I with the main responsibilities as follows:

* Preparing payroll for skilled staff, guards and workers in the temples
* Assisting the department head with administrative affairs
* Inventory control
* Translating articles for newsletters (Lok Ta Raja)
* Keeping track of email correspondence

Then I was promoted to assistant to Deputy Director General of Aprasa Authority and President of [National World Heritage Committee](http://www.nwhc.cambodia.gov.kh/) with my main  responsibilities as follows:

* Assisting the Deputy Director General with general administrative affairs and with email communication
* Liaising with international teams working in the Angkor Park (mainly with [World Monuments Fund](http://www.wmf.org/project/phnom-bakheng) (WMF), [Greater Angkor Project](http://acl.arts.usyd.edu.au/angkor/gap/) (GAP) and [Banteay Srei Conservation Project](http://www.autoriteapsara.org/en/apsara/about_apsara/projects/bscp.html) (BSCP)
* Translating, interpreting and proofreading from English to Khmer and vice versa as required by the Deputy Director General and Dept. Head
* Minute-taking when meeting is held in office

**April 1997 - July 2009: Teacher of English**
I started my teaching career with a small private English school in Phnom Penh called *International Language Samaki School* and developed myself, moved to better and better schools and ended up with one of the most famous and expensive English schools in Cambodia commonly known as [*Australian Centre for Education*](http://www.cambodia.idp.com/ace/home.aspx) (ACE - Siem Reap Branch). Below are the names of the English schools in chronological order I had been teaching in those years:

* *International Language Samaki School*
* *Newton Thilay Institute (Phnom Penh)*
* *USA Centre (Kandal province)*
* *Asia Pacific International School - APIS (Phnom Penh)*
* *Singapore International Business - SIBI & Thames Business College (Phnom Penh)*
* *Lion City International Institute (Phnom Penh)*
* *SITC International English School (Siem Reap)*
* [*Future Bright International School*](http://www.fbis.edu.kh/) *- FBIS (Siem Reap)*
* [*Australian Centre for Education*](http://www.cambodia.idp.com/ace/home.aspx) *- ACE (Siem Reap)*

Apart from teaching in the schools listed above, I also gave private Khmer lessons to expat community in Siem Reap. In particular, during my employment at ACE, I was invited to be a co-teacher for special English training courses at Police Headquarters, Demining Unit 6 ([CMAC](http://cmac.gov.kh/)), and Provincial Teacher Training College and so on.

**July 2001 - September 2001: Bank Teller**

Straight after my first degree in banking, I was offered a post of bank teller in [Cambodia Asia Bank](http://www.cab.com.kh/) with my main responsibilities as follows:

* Recorded daily transactions
* Handled customers' complaints
* Typed and updated customers' ledgers
* Cashed salary for Naga Casino staff
* Prepared weekly and monthly report
* Drafted business letters

**Education**

**2003 - 2005:** [**Build Bright University**](http://www.bbu.edu.kh/) **(Phnom Penh)**

* Bachelor Degree in Accounting and Finance

**1999 - 2001:** [**Royal University of Law and Economics**](http://www.rule.edu.kh/) **(Phnom Penh)**

* Diploma in Banking

**1997 - 2000: Kang Pengly School (Phnom Penh)**

* Translation Courses from English to Khmer and vice versa

**1993 - 1997: Kompong Thom High School**

* General Education (Gr. 9 - 12)

**Skills & Training Courses Attended**

**English Skill**

* Achieved [IELTS](http://www.ielts.org/) overall band score of **6.5** out of 9 with 4 macro skill bands as follows: Listening: 6.5; Reading: 6; Writing: 6; Speaking: 7
* Achieved **Grade A** in the *The 20th Century World* subject of the ACE Diploma in English course in March 2007
* Attended the *Advanced Writing* subject of the ACE Diploma course in English in 2008

**Computer Skill**

* MS Office applications, Adobe InDesign, SDL Trados 2009 & 2015 Freelance

**Conferences & Training Courses Attended**

* Joined SDL [Trados Studio 2015 Virtual Conference](http://www.proz.com/virtual-conferences/667) on July 8th, 2015
* Completed **Project Management**, a module of Certificate of Business Professional Programme, from June to August 2013 at [Singapore Helm Institute of Education](http://www.shine-cambodia.com/html/) (SHINE).
* [ProZ.com's 2011 freelance translator virtual conference - "Small changes, big results"](http://www.proz.com/virtual-conferences/250)
* Proz.com's second virtual powwow for members of the Certified PRO Network, May 13, 2011
* [SDL Trados Studio 2009 Getting Started for Translators](http://www.proz.com/translator-training/course/4348-sdl_trados_studio_2009_getting_started_for_translators), March 30, 2011
* Freelance Translator Virtual Conference on Sept 30, 2009
* 4th & 5th [CamTESOL](http://www.camtesol.org/) conferences on the subjects of 'Building Bridges to the World' on Feb 24, 2008 and 'The Globalization of ELT: Emerging Directions' on Feb 22, 2009
* Completed satisfactorily the training course in Human Resource Management at ACE in 2006.

**Interests**
In my free time I like playing volleyball, reading, listening to music and playing Khmer classical musical instruments.

**Reference**
Available upon request.
<http://www.proz.com/wwa/792253>