**CURRICULUM VITAE**

**SOPHEAP HALL**

183 Lewis Ave, Trucksville, PA, USA, 18708

E-mail: sopheaplady@gmail.com

Phone: 570 535 9669

**PROFESSIONAL HIGHLIGHTS**

* Translator/Interpreter/Tutor- from English to Khmer, Translate for Nikon project from Thailand (part-time Interpret for visitors, missionary, translate on Child Rights, trauma, Legal and Medical term, business, NGO policy and logframe, Dr Team to Cambodia,), do subtitle translation and Translate for Agency from Japan, Hong Kong, China, Vietnam, India and here United States. Currently my Project is more about Medical Term, Translate hospital web site, Social Media, IT (phone program), UI (User Interface), Transcript, Legal term (court and and US government), simultanous interpreting, over the phone interpreting for many companies here in USA. I am using SDL Translation Tool. And I am also working as a language Instructor at Ementor Program run by Government agency to provide online language learning to Air Force Employees here in USA.
* **Family and Child Advocate at Luzerne County Child Advocacy Center, Pennsylvania, USA.**
* **Training Coordinator at International Cooperation Cambodia Org. for 3,5 years.**
* **Attended The Sixth CamTESOL Conference on English Language Teaching**, February 2010
* **Speaker/Resource Person,** as Khmer Peer Counselor on Responsible Adolescent Sexuality

Jaro, National High School, Iloilo City, Philippines, July 19, 2010.

* Representative of Light of Life Cambodia (LLC): **WORKSHOP ON THE ROLE OF THE CHURCH AND CHRISTIAN ORGANIZATION IN SOCIETY** , Thailand (Nov 24-27, 2008).
* **Outstanding Completion** ; ***Leadership Training Course***

International School of Leadership and Development*,* January 22, 2008

* Workshop Speaker/ Cambodian Représentative: **SHARED ABOUT THE EXPERIENCES OF CAMBODIAN CHURCHES** on a gathering about the Role of the Church and Christian Organization in the Society

 Stockholm, Sweden (October 2011)

**WORK EXPERIENCES**

* **FREELANCE INTERPRETER/TRANSLATOR**
* **DATA ENTRY, LUERN OPTICAL LABS,** 2016-present.
* Do data entry for the eye classes.
* **TRAINING COORDINATOR**, International Cooperation Cambodia Organization (ICC), 2012-present

 **Key Responsibilities of the Role on CHURCH FACILITATION**

* Coordinate and oversee the training in conjunction to the churches.
* Provide training and mentorship in the area of Parenting Skills and Child Rights to churches in Cambodia in order to enable the churches to duplicate their learning’s were they are active.

**Essential Duties:**

* Provide assistance to the Project Manager to ensure organizations best practices, policies, procedures, and guidelines are applied and implemented in a consistent manner.
* Assist the project manager to ensure that project actives are implemented according to the logical framework and proposal.
* Planning, development, and documentation; provide coordination in planning and discussions regarding strategies, progress and processes of the project objectives and its activities.
Training Material contextualization
* Training and Facilitation of churches working closely with Pastors and local church leadership.
* Finance Management; request and clearing of petty
* Providing mentorship and follow up to the churches by ensuring knowledge are applied in the church, among families and communities
* Network and Advocacy; - Actively participate in the NGO networks by building strong links with the target ICC, EFC, and other local partners.
* Monitoring and Evaluation; keep good documentation of the work plan outputs and communicating with other VOTC staff about their monitoring and evaluation needs.
* Network with other projects about what they have learned and done with M&E.
* **FIELD RESEARCHER**, NGO Expansion to Siemreap, Light of Life Cambodia (LLC) Jan- Oct, 2011

**Key Responsibilities of the Role**

* Collected information on the new target community. (Poor communities)
* Co-team leader in conducting Focused Group Discussions among the target beneficiaries
* Responsible in collecting data on children’s profile and facilitated group dynamics among the young people and the children.
* Conducted Survey on the ISSUES AFFECTING THE YOUTH within Siemreap Area
* Presented the result of the research to the donor.
* **Co-Project Manager at Light of Life Cambodia**
* Planning, development, and documentation; provide coordination in planning and discussions regarding strategies, progress and processes of the project objectives and its activities.
* To ensure that project actives are implemented according to the logical framework and proposal.
* Finance Management; request and clearing of petty
* Make monthly, quarterly, annually report
* Oversee the dormitory and make sure students’ needs are met ( Physically, spiritually, emotionally)
* **DORM PARENT,** Khmer Youth Development Center (2006-2008)

 **Key Responsibilities of the Role**

* + Oversees the day to day operations of the activities in the dorm
	+ Facilitates group dynamics sessions among the dorm residents, leads Bible Study
	+ Supervises the implementation of the monthly and annual plan of the dorm
	+ Writes reports on the progress of dormitory activities
* **ESL TEACHER for high school students in KYDC (**2008- 2009)
	+ Teachers English to High School Students
	+ Monitors the progress of students and provide feedback on the area they need to improve

* **VOLUNTEER ESL TEACHER** to the village children on weekends (2005-2006)

**PERSONAL DATA**

 Sex : Female

 Date of birth : May 15, 1987

 Nationality : Cambodian-American

**EDUCATION:**

University - Bachelor’s Degree/ BA .2006 -2010

 Certificate of Graduation at Build Bright University, Takeo

2004- 2007 - Certificate of Junior High School, Samdech Ov High School, Takeo

2001-2004 - Certificate of Secondary School, Samdach Ov secondary school, Takeo

**TRAINING COURSES AND WORKSHOP ATTENDED**

**Conducted by Yejj Consultant Ali Copple for ICC**

* Parenting Skills Level II (Brain Development, Trauma )
* Child Rights, Child Abuse and Child Protection at International Cooperation Cambodia-Voice of The Children (ICC-VOTC) Feb-May, 2013
* Training of Trainers, (TOT) at ICC by Ali Copple from Yejj Consultant, January 2013
* “Basic Child Rights” International Cooperation Cambodia (ICC), March 2012
* “Parenting Manual Training” (ICC) Mar-Nov, 2012

**OTHER TRAININGS ATTENDED**

* **Project Cycle Management (PCM),** Chab Dia Coalition Org.
* **How to write Child Protection Policy**, International Cooperation Cambodia-Voice of the Children Project (ICC-VOTC)
* **Training on How to Be a good Mentor**, International Cooperation Cambodia-Voice of the Children Project (ICC-VOTC)
* **Basic Results Oriented Monitoring and Evaluation (M&E)**, Cambodia Japan Cooperation by PLUS Cambodia, August 6-10,2012
* **“Use of Renewable Energy (Biogas)** Through Adoption of The 3R Approach to Solid Waste Management. December 2010
* **Gender Sensitivity and Responsible Parenting**, Khmer Youth Development Center (KYDC)

 November 2010

* **ESL Teacher/ English for Beginners& Elementary Level** for high school students from KYDC center, NGOs, Augt2008-Feb2009
* **Peer Helping and Peer Counseling Training** (Nov 23-25, 2008) and (May 25-29, 2009)
* **Training of Trainers level 1& 2 for Community Development Workers** (2008)
* **Disciple Another to Love Jesus** (May 2008)
* **Certificate of Achievement in Microsoft Word and Excel**, Takeo (January 2008)

**OTHER SKILLS**

* **STRATEGIC PLANNING, PROGRAM IMPLEMENTATION, BUDGET PLANNING, PROPOSAL PLANNING**
* **Project Cycle Management.**

**Computer Skills**

* MS Word, Advance word, Excel, Power Point, Internet, SPSS.
* Writing : Report Writing (Essay, Paragraph, Letters, etc)

**REFERENCES:**

* **Mr. Luis Sorario**

Position: Reginal Manager at Dunkin Donuts

Tel: 570 706 1833

Email lsrosario03@aol.com

* **Mrs. Doreen L. Tasco**

Position: Nurse

Tel: 570-675-1020

Email: nwnursedoreen@yahoo.com

* **Mrs. Darlene Blute**

Position: Frontier Communication at Frontier Company

Tel: 469 744 2772

Email: djblute@yahoo.com