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CHITSAVART KINMALAKHAM FREELANCER

SUMMARY With proficiency in both speaking and writing English, have been associated as a Bilingual Consultant, well-versed in a wide range of domains, including general, legal, health, software, automotive, economic, investment, business, environment, and various technical terminologies and have excellent communication and translation skills with business and public organizations, have drafted industrial processing and trade strategies, have been the commentator and reviewer on contracts drafts, public documents, and private investment process, and have the proficiency to relate, understand, and interpret effectively at law, work and economic policy, in the important private sector, international trade and poverty reduction.

SKILLS CAT Tools, Loft2.0, MS Office, Data Processing, Data Analysis, STATA, EViews, private and economic analysis, Literature Review and Research.

WORK EXPERIENCE

- ❖ Freelance Translator at GienTech Technology Company, Beijing, China (Jul. 2023 – Present)
 - Translate written materials from English to Lao and vice versa, accurately and fluently.
 - Translate a variety of documents, including marketing materials, technical documents, legal documents, and customer support materials.
 - Work with clients to understand their needs and ensure that the translations are accurate and meet their expectations.
 - Use translation software and tools to improve the efficiency of the translation process.
 - Stay up-to-date on Lao language and culture to ensure that the translations are culturally appropriate.
 - Meet deadlines and deliver high-quality translations.
- ❖ Industry Translator, Industry and Commerce Division, Xiengkhouang, Laos (2020-2023)
 - Have worked as a translator while serving as a processing industry consultant and surrounding sector coordinator, responsible for monitoring, evaluating, and planning the promotion and development of industrial chemical management and environment;
 - Have also served as a translator on any assignment for the division director.
- ❖ Market Expert, Co-trainer and translator at Sustainable Rural Infrastructure and Watershed Management Project, Irrigation Department, Vientiane, Laos (October 2022-one month)
 - Worked as a translator while providing expertise and knowledge on marketing strategies and market trends to help businesses make informed decisions;
 - Translated training session on introduction to marketing, rapid market appraisal, value change thinking and writing RMA.

- ❖ Enterprise Management Translator, Industry and Commerce Division, Xiengkhouang, Laos (2013-2016)
 - Have been a translator while working as business consultant, surrounding sector coordinator and monitored, evaluated and planned promotion and development of registration and enterprise management;
 - Have been a translator as coordinator of JICA volunteer project, international visits and sight-seeing and made translate all international works.

 - ❖ Marketing Manager and Translator at Phongsavanh Communication Spare Parts Company, Vientiane, Laos (Jul. 2007 – Sept. 2009)
 - Involved translating marketing strategies into actionable plans to promote the company's products and services;
 - Involved translating while I led a team of marketing professionals, working closely with other stakeholders to ensure that all marketing efforts were aligned with the overall business goals.
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EDUCATION

- ❖ Bachelor in Economics – Faculty of Economics and Business Management, National University of Laos (2002-2007).
 - Thesis: Impact of Exchange Rate on Economic Growth in Laos.
 - ❖ Master of Science in Economics (English course) - School for International Development and Cooperation (IDEC), Hiroshima University, Japan (2011-2013).
 - Thesis: An Econometric Estimation of Aggregate Export Demand and Expenditure Components for Laos.
 - ❖ Ph.D. in International Economics – University of International Business and Economics, Beijing, China (2016-2020).
 - Dissertation: Credit Accessibility, Household Enterprise and Poverty Reduction in Laos.
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