



Sinxay THAVIXAY

IT Support Technician

7 years' experience in IT Support and 5 years in managing maintenance team. Highly organized, self-motivated, and proficient with computers.

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☎ +856 20 55 547 900

📍 Luang Prabang, Laos

📷 instagram.com/@sinxay_thavixay

WORK EXPERIENCE

IT Support

L'Elephant Restaurant Group

03/2013 - 11/2020

Luang Prabang, Laos

Achievements/Tasks

- Computer Network Infrastructure, Computer hardware and software installation, Computer Security management.
- Provided complete IT technical support services.
- Managed Business Phone Systems.
- Installed and Configured CCTV.

Contact : Gilles Vautrin - Mobile: +856 20 55 570 956

Managed Maintenance Team

L'Elephant Restaurant

05/2016 - 11/2020

Luang Prabang, Laos

Achievements/Tasks

- Managed Electricity Tasks (electricity installation, maintenance and the continuity of lighting).
- Managed Water Tasks (installed water, fixed water pipe issues).
- Maintained lighting stock and supplied electrical team.
- Found electrical equipment suppliers.

Professional Translator

Experience

06/2020 - Present

Achievements/Tasks

- Translated English to Hmong Documents
- Translated English to Lao Documents
- Translated Lao to English and Hmong to English

CERTIFICATES

IT and Business Management (09/2007 - 08/2012)

Souphanouvong University, Luang Prabang, Laos

Executive Training Program (07/2016 - 08/2016)

LANITH Satellite Training Center, Luang Prabang

EDUCATION

Bachelor Degree in IT and Business Management

Souphanouvong University

09/2007 - 08/2012

Luang Prabang, Laos, CGPA - 3.03

SKILLS

Information Technology

Basic Web design

Microsoft Office

CSS

HTML

Customer Service

Leadership

Problem Solving

Linux Basic Knowledge

Photography

Graphic Design

Communication

Soft Skills

People Skills

VOLUNTEER EXPERIENCE

Program Coordinator

Personal Project - Clean Water for remote village

03/2020 - 09/2020

Luang Prabang, Laos

Tasks/Achievements

- Found donors and managed project

Photography Teacher and Workshop Translator

@MyLibrary - Luang Prabang

Tasks/Achievements

- Co-Teach photography class
- Translated photography workshop for NatGeo class

Program Coordinator

Personal Project - School Supplies for Children

08/2018 - Present

Tasks/Achievements

- Found donors and managed project

HONOR AWARDS

Special Jury Award

Stunning Vang Vieng Photo Contest

LANGUAGES

English

Full Professional Proficiency

Lao

Native or Bilingual Proficiency

Thai

Professional Working Proficiency

Hmong

Native or Bilingual Proficiency

INTERESTS

Gardening

Sport