

CURRICULUM VITAE

PERSONAL INFORMATION

Name : BUN WILLY
Address : St. 134, Sangkat Mittapheap, Khan Prampi Makara, Phnom Penh, Cambodia
Contact : Tel: 092 888 514 / 092 306 973 | Email: bun77willy@gmail.com
Apply for : Khmer Audio Transcription Freelancer / English to Khmer Translator

EXPERIENCE

September 2019 - Present - **Public Relations Assistant**

R M A (Cambodia) PLC

- Assist line manager on coordinating Group Insurance
- Reach out and settle claims with Insurance company
- Manage and ensure operation of all divisions are insured
- Analyze asset and property to minimize the risk
- Estimate and propose insurance budget
- Negotiate to minimize insurance costs
- Inquire & review quotation and assist line manager to choose the best insurer for the company
- Support PR department in initiating, organizing, and monitoring company events
- Monitor Company official Facebook page and website.
- Produce monthly reports, press releases, and newsletters.

September 2019 – Present - **Freelance Khmer Transcriptionist**

Sigma Technology, Spain

- Verify and Transcript Khmer Audios correctly and timely
- Mange audio and submit all transcribed audio on time
- Ensure professionalism within all task by verifying with National Accepted Vocabulary

February 2018 – February 2020 - **Senior Content Creator and Translator**

Mekong888 Online Games, Malaysia

- Write creative Articles in Khmer on topic of online Games
- Translated Articles into English version for Website publishing
- Ensure quality of content meet with client expectation and get more audience

-
- Proofread and edit translation tasks from different freelancers
-

October 2017 – **Teacher of English**

September 2019 WONGA International School

- Manage and prepare daily lesson and classroom materials
- Plan daily, weekly, and monthly activities/events for students
- Keep track of and Report students' performance to Principal and Parents in a timely manner
- Solve students problem, conflict, and maintain home-school relationships
- Ensure students acquire target knowledge and skill
- Train new teacher and monitor their performance objectives
- Organize school's events

EDUCATION

October 2016 – **INSTITUTE OF FOREIGN LANGUAGES**

October 2020 B.A. in Social Science specialized in International Relations

February 2015 – **WESTERN UNIVERSITY**

February 2019 B.A. in Teaching English as Second Language

SKILLS

Soft Skills Organizational Skill, Negotiation, Problem-Solving, Social Media Management, Inter-personal skill

Language English: pretty good

Computer Basic Microsoft Office