

Mao Kung



PERSONAL PROFILE

Date of Birth: 18 September 1982

Place of Birth: Svay Rieng

Nationality: Cambodian

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EXECUTIVE SUMMARY

A professional with more than 10 years of experience including translation and interpreting, the project cycle management with multinational and international organizations. community rural development, self-possessed and competence with the skill set covering project strategy design and implementation, human resources management, logistic and administrative approach, sponsorship and grant programs.

CORE COMPETENCY

- Translation and interpreting (Simultaneous and consecutive)
- Strong project managements skills
- Community and organizational development
 - Ability to lead training and education
- Office management
- Ability to PRA/PLA methodologies and research approach

- Ability to developing report and document coordination
- Ability to ensure collaborate working environment
- Ability to work independently and lead teams Ability to learn things quickly
- Good organizational and time management
- Strong Communication and interpersonal skills

WORK EXPERIENCES

Freelance Translator and Interpreter 2011 to 2014

Kampuchea Action for Primary Education (KAPE)/ School Dropout

Prevention Pilot (SDPP) Program of the USAID

Provincial Program Coordinator 2012(Short-term)

Responsibility:

- Coordinating project work plans both monthly annual planning meeting with team members each to ensure timely and coordinated implementation field project work
- General coordinating to other team members on the project function use in the field developed within the program
- Call meetings with the team periodically as the need may arise e.g for special workshops, documentation, etc
- Provide monthly & quarterly reports and feedback on the use of tools developed within the project by Creative Associates
- Provide guidance to team members to develop progress report activities and supervise regular basis to facilitate reporting to the Education Specialist in Phnom Penh

- Provide oversight of the activities carried out by team members in a manner, which is supportive and constructive
- Develop budget requests for specific budgets as the need may arise and submit these for approval to SDPP Education Specialist and Senior Finance Officer
- Review monthly, quarterly financial budget plans, approve provincial staffs payroll, oversee day-to-day financial, conduct weekly cash count with finance/Admin Assistant, and approve monthly consolidate financial report
- Approve monthly regional office staff timesheet, approve regional staff annual leaves, sick leave and Conduct annual staff appraisal
- Oversee regional office administration, assets, vehicles and other program assets
- Oversee materials procurement of materials and equipment by consult/prior getting approval from head program office
- Represent the team at various meetings both within and outside of the program, as the need may arise
- Work closely with the Education Specialist & Senior Team leader within SDPP to develop new strategies as directed by Creative Associates contributing in particular to issues related to prevent children drop out
- Contribute review and revise existing strategies to promote the provincial working group and other stakeholders
- Develop additional training models to implement new strategies that have been identified by the project to improve provincial coordinator work cooperation and strengthening leadership skills to schools among vulnerable groups
- Collaborate to the identification of pilot site to test out new modules and school management strategies
- Contribute to the identification of pilot site to test out new modules and school management strategies

- Follow up and monitor newly developed activities and make an assessment for how they may need to be changed
- Promote empowerment of women and girls through all aspect of works and behavior
- Carry out other tasks as might be requested by the Supervisor

Freelance Translator / Interpreter Jan 2012

Responsibility:

While I am working as a Freelance, I have employed by Multi-Sectors not only as a translator /interpreter in English - Khmer vice-versa but I also responsible for:

- Translate and interpret for the USNS Mercy (United States Naval Hospital Ship) for Pacific Partnership 2012, the largest annual humanitarian civic assistance mission in the South East Asia and Oceania Region of the U.S. Navy.
- Workshop simultaneous interpreting for Food and Agriculture Organization of the United Nations (FAO) focused on Pre-monsoon forum.
- Interpret on Gender Equality and Women's Empowerment Policy Dialogue for the Lower Mekong River meeting in Siem Reap 13 July 2012. The US Secretary of States Hillary Clinton has honorably participated with this meeting and there were recommendations raised by the panel discussion emphasized on the four pillars include Education, Health, Environment and Infrastructure.
- Interpreting for fact-finding of CFAP focused on Climate Change Approach and Agricultural Adaptation.
- Workshop simultaneous interpreting for NRSC for road safety forum.
- Candidate debate simultaneous interpreting of the National Democratic Institute (NDI) for commune vote.

- Miscellaneous translation and interpreting for other different client's documents as national and international NGOs including the Ministry of Women's Affairs, UN Women, International Monetary Fund (IMF) and ASEAN Forums etc.

Cambodia Cooperation for Development Organization (CCDO) Mar 2011— Jan 2012 Program Adviser (Part time)

Responsibility:

- Writing proposal for fund raising.
- Communication with other agencies seeking for partnership and cooperation.
- Review the policy and regulation of CCDO.
- Develop the report activities implementation.
- Facilitate the monitoring and evaluation of project cycle management.

Friends Without A Border International Organization (FWAB) May 2008— Feb 2011 Co-Program Director

Responsibility:

Program implementation

- Prepares work plans, monitors progress of the project and takes appropriate measures where necessary
- Negotiates and evaluates work contracts with counterparts
- Maximizes the use of available resources for implementation of the project
- Develop a newsletter and produce the annual operation report.
- Do the evaluation of the project

- Developing strategic plans, institutional policies and procedures, and seeing them through
 - Experience working with FWAB donors and other donors, and managing external relations
 - Writing a proposal and fundraising for CBHEP sustainability
 - Conduct a baseline survey to get community data and geography
- Human Resources Management
- Supervises all CBHEP (approx. 20) staff
 - Ensures clear job descriptions are in place, with clearly defined responsibilities, reporting requirements and lines of management
 - Evaluates staff job performance staff development
 - Applies all HRM policies regarding the national staff according to the Conditions of Service of National Staff
 - Job announcement and policy supportiveness
 - Recruitment process and orientation of the employee
 - Update the employee annual leave and sick leave in the timesheet
 - Develop annual contract of employee and capacity building support for their ability
 - Announce to recruit staff and orientation to the new staff
 - Draft the agenda and call for staff and management committee meeting and note taking Logistical, Administrative, and Financial Matters
 - Ensures clear management, reporting and organizational structures, policies and procedures exist for financial, logistical and communication resources and facilities.

- Controls project budgets, and closely monitors expenditure within approved budget lines by working with project accountant.
- Ensures that all financial transactions are done according to approved accounting systems.
- Maximizes security at field level of all international and national team members (during working hours) and of CBHEP's assets and valuables.
- Supervise, maintain and update the inventory.
- Participate in the review of annual budget plan and write a proposal for new project.

Reporting

- Prepares all periodical narrative reports required by the donors and FWAB. These reports will include: information on progress made, challenges and constraints encountered, plans for the coming period.
- Prepares all periodical financial reports required by the donors and CBHEP, in close cooperation with the Finance and Project Managers of CBHEP, based in Siem Reap.
- Attends meetings with the Management Team in Angkor Hospital for Children in Siem Reap, and provides any other information to the Country Director and the Chief Executive Officer (CEO) in New York as may be required.

Representation tasks

- Develop effective communications with all CBHEP staff member and any relevant organization, MoH staff and Operational District staff.
- Perform any other relevant duties as required and undertakes other tasks as assigned by the Community Development Advisor and donors.
- Corresponding and interaction with donors and headquarters of FWAB.
- Capacity building for development and build networking with other agencies.

- Networking building with other NGOs and Governmental organizations.

Friends Without A Border International Organization (FWAB) Apr 2007— May 2008 Deputy Program Director of Capacity Building and Health Education Program (CBHEP) Base in Angkor Hospital for Children building Siem Reap

Responsibility:

- Writes quarterly and annual program reports for various recipient, including donors and the Board of Friends Without A Border.
- Under the supervision of Project Manager and guidance the Technical Advisor, s/he can take authority to conduct an activity that is necessary on behalf of project manager and CBHEP.
- Writes a monthly newsletter about activities of the program.
- Check all program expenditures monthly to ensure accuracy of accounting.
- Arranges meetings both internal and external and take minutes at the meetings.
- Ensures good file management all messages, records and correspondences between the government and the others NGOs that relates to CBHEP.
- Type's correspondence, report, and documents in both Khmer and English as required.
- Receives and hosts visitors as required.
- Maintains the CBHEP filling system in the administration office in collaboration with the accountant.
- Maintains the documentation center.
- Assists non-Khmer speaking and updating and inventory and non expendable property of the Administration Department.

- Assists non-Khmer speaking staff members in communicating with local staff by providing translation/interpretation.
- Attends regular CBHEP staff meeting and other meeting on behalf of the Project manager if Project Manager delegate.
- Promote to work of CBHEP both within Friends Without A Border and outside.
- Develops effective communications with all CBHEP staff member and any relevant organization.
- Perform any other relevant duties as required and undertakes other tasks as assigned by the Project Manager.
- Read and filters mail and mail addressed to Project Manager. At the Project manager's request and under his direction, prepare and respond to the mail received.

SALABAI Hotel School Organization Jun 2005—Mar 2007

Education Technical Officer based in Siem Reap Angkor

Responsibility:

- Assistance with the preparation of lesson plans and materials for one week literacy camp
- Planning for Teaching (PT) underprivileged students English including English conversation, which regarding to everyday conversation, hotel & tourism conversation, general English that emphasize their writing and reading skills and refreshing them Khmer language according to the whole school schedule of vocational training project
- Testing and placing students through reading tests
- Assisting at a weeklong pre-camp training on methods

- One-on-one training with social workers to spread knowledge of alternative teaching methods
- Team-teaching intensive English literacy to students entering vocational training
- Development of literacy materials for the coming school year
- Managing the curriculum in order to teach them through their knowledge and in favor of specific needs of English
- Preparing and compiling the lessons for all sector of trainee [restaurant, cook, reception, housekeeping]
- Organize student for monthly test
- Monitoring and evaluation and follow up student's study
- Triggering the student group off as center student's study
- Lift them up of motivation in English study
- Instruct and educate them to be aware of morality, protocol, comportment appearance, and social awareness in order to enable them to become ownership, responsibilities
- To brainstorm them to gear up for performing job and organize their own lifestyle for the future within know-how, English and self-management
- Take part in other activities of student such as luxurious hotel visit, other strolls in order to nearby them for English assistance
- Making a research more of document and/or lessons
- Communication and interpersonal relationships to internal staff and stakeholders
- Translation and interpreting the materials related to Salabai development
- Help the trainees in order to look for jobs after they graduate

Short Term Employment Feb 2003—Mar 2005

- Participated in International Conference in few different countries such as Thailand, Lao PDR, Vietnam and Germany
- Worked as Research Assistant/Translator at Japanese International Volunteer of Yamagata
- Worked as Interpreter/Translator for PLA survey for Japan International Cooperation Agency “JICA” Project sponsored by FASID
- Worked as Translator of the 3rd World Water Forum (WWF3)
- Worked as Research Assistant/Translator of the Association for Aid and Relief, Japan-Cambodia- AAR
- Worked as Program Assistant at National Democratic Institution for International Affairs (NDI)

American Baptist World Mission (BWM) Jan 2000—Jan 2003

Language Consultant

Responsibility:

- Khmer language and culture instructions
- Assistance in lesson preparation, keeping a note and record in and out documents
- Translation of material, document and report from English to Khmer and vice-versa
- Interpreting during seminar and meeting with other agencies
- Typing Khmer lesson and material into computer
- Assistance in developing monthly report to the Washington DC
- Secretarial works (e.g. representing of BWM, develop relationship with other local and international agency)

- Office management and administrative affairs
- Sound proofreading and editing in English and Khmer
- High quality using of terminology and orthography process in the specific situations by checking and search in both English and Cambodian dictionaries

Cambridge Center for Education and Development (CC) Jan 2000—Jan 2003

English Teacher (Part Time)

Responsibility:

- Planning for lesson
- Teaching general English
- Teaching conversational English
- Teaching Khmer language
- Educate Cambodian culture and morality
- Evaluation and monitoring the scholarly pursuits

Cambodia Center for the Protection of Children's Rights (CCPCR) Jan 1999—Jan 2000 Investigation Officer

Responsibility:

- To investigation offenses in the whole Svay Rieng province
- To assist and intervene lawsuits regarding to children abuse, children sex assault and battery
- To observe penitentiary and the status of prisoners
- To watch for children trafficking and sex trade

- Teaching children about Khmer and English literatures and Children's rights as well
- To write the report of human rights abuse to the HQ
- To facilitate of children's rights, human rights, women's rights and democracy
- Children-focused advocacy program
- To join in the hearing of judge in the courthouse
- Other communication affairs with stakeholders and government agency

Committee for Free and Fair Election in Cambodia (COMFREL) Jan 1999— Jan 2000 National Election Observer

Responsibility:

- Dissemination of voting to local residents to realize the vote process
- Facilitation of pre-voting status and irregularities with authority
- Watching for situation in the lead of election
- Observing during Election Day
- Develop report to the headquarters of result of Election Day

EDUCATION

- ✓ Pursuing a Master degree majoring in Law and Political Science 2014-2016
- ✓ Bachelor of Project Management 2007—2011
- ✓ Svay Rieng High School 1994—1999
- ✓ High School Degree
- ✓ SAMAKEE Elementary School 1988—1994
- ✓ Elementary Degree

TRAINING

- Certificate of Administration on Computer
- Certificate of Create Questionnaire for Research and Database in EpiData and SPSS
- Certificate of Fund Raising
- Certificate of Staff Management (Human Resources Management)
- Certificate of Advance General Management
- Certificate of Leadership
- Certificate of Project Writing Skill
- Certificate of Project Planning
- Certificate of Project Monitoring and Evaluation
- Certificate of Project Cycle Management
- Certificate of Human Rights and Democracy

MEMBERSHIP

Member of the Lions Clubs International which is a Global Leader in Community and Humanitarian Service

COMPUTER LITERACY

Microsoft Office (Word, Excel, PowerPoint, Outlook) and Internet & Email, Blogging.

LANGUAGE

- ✓ Khmer Mother Tongue
- ✓ English Very Good
- ✓ French Medium

REFEREE

1. Ms. **Motoko Odachi**, formerly employer and previously Grant Coordinator of Embassy of Japan Phnom Penh, Cambodia E-mail motokoodachi@hotmail.com

2. Mr. **Kol Preap**, formerly employer and Program Advisor (Good Governance Project) of the World Bank Organization and Ambassador for Global Peace Federal Organization and now Executive Director of Transparency International Cambodia. Tel: 012 877 833 Email: kolpreap@gmail.com
3. Mr. **Long Sedtha**, formerly employer and Country Director of Friends Without A Border International Organization Tel: 012 940 669 Email: lsedtha@center-bft.org/ lsedtha@yahoo.com
4. Mr. **Um Ratana**, Executive Director of Buddhism Foundation for Cambodian Development NGO based in Siem Reap Tel: 012 309 707 Email: rattana.bfcd@gmail.com