



BOEB CHHOEM

A Professional Translator/Interpreter
English <> Khmer

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Address: # 163, Toul Ta Ek Village, Toul Ta Ek commune, Battambang District, Battambang Province, Cambodia.

I am a professional translator/interpreter with over 15 years of experience in various settings, such as education, legal, medical, business, IT software, marketing, tourist, finance, election, law and more. I am proficient in using various translation tools and software, such as Trados, SmartCat and other required tools and software and I am also a quick learner. I am also skilled in conducting research, terminology management and quality assurance. I have excellent communication, interpersonal and organizational skills.

EDUCATION

Bachelor's Degree in English

University of Management and Economics
Feb/2006 - March/2010

Bachelor's Degree of HRM

University of Management and Economics
Feb/2006 - March/2010

Master's Degree of MBA

University of Management and Economics
March/2011-Feb/2013

SKILLS

- ✚ Language proficiency
- ✚ Cultural awareness
- ✚ Research skills
- ✚ Terminology management
- ✚ Translation tools and software utilization
- ✚ Communication skills
- ✚ Interpersonal skills
- ✚ Organizational skills
- ✚ Adaptability
- ✚ Project management
- ✚ Facilitations and Coordination skills

EXPERIENCE

COUNTRY DIRECTOR

Projects Abroad | May/2017 – to date

- Develop and execute, along with team, an operational plan for Projects Abroad Cambodia.
- Organise and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency.
- Ensure that the company is complying with all local laws and by-laws.
- Liaise with partners and form strategic working relationships for the future growth and development of Projects Abroad.
- Research and investigate new project areas for strengthening and diversity of projects
- **Translate narrative and financial reports, newsletters, leaflets, MOUs, operational plans and strategic plans, manuals, contracts, brochures, websites and books for relevant ministries of the government and partners.**
- **Interpret for meetings, discussions, interview conferences, workshops, trainings etc.**

DIRECTOR of the Visual & Applied Arts School

Phare Ponleu Selpak | Jan/2016 - May/2017

- Supervised assigned staff to ensure that all responsibilities are met.
- Ensured that staff evaluation procedures are accomplished in a fair and consistent manner.
- Developed school budget for inclusion in the organization's annual global budget to meet objectives established.
- Ensured that the overall operations of the school programs are within the scope of budget approved, and are in compliance with the Finance policy and procedures
- **Translated narrative and financial reports, newsletters, leaflets, MOUs, operational plans and strategic plans, manuals, contracts, brochures, websites, books for relevant ministries of the government of Cambodia and partners.**
- **Interpreted in meetings, discussions, conferences, workshops, trainings etc.**

TRANSLATOR / INTERPRETER

**The Belgian Technical Cooperation (BTC) |
January / 2011 – February / 2011**

- Translated the health education documents from English into Khmer and vice versa
- Provided simultaneous interpretation in workshop, training and other events
- Provided trainings to teachers on health contents and health teaching.
- Translated reports, newsletters, leaflets, MOUs, operational plans and strategic plans for relevant ministries of the government and partners.

TRANSLATOR / INTERPRETER

Voluntary Service Overseas-Jan 2005-Dec 2007

- Facilitated and supported the performance of the national counterparts
- Provided simultaneous interpretation for workshops, meetings & observations
- Assisted in writing minutes and reports
- Acted as a facilitator/coordinator in trainings, workshop and meetings.
- Translated required documents from Khmer into English and vice versa.

COUNTRY MANAGER – Australian NGO

SeeBeyondBorders | Jan/2011 – Dec/2015

- Conducted feasibility study and designed programs and projects
- Provided leadership and management for day-to-day operational activities.
- Developed work-plan including areas of work, key contacts, timetable and budgets
- Managed day-to-day operational aspects of a project and scope.
- Made improvements, solved problems, or took corrective action when problems arise.
- **Translated narrative and financial reports, newsletters, leaflets, MOUs, operational plans and strategic plans, manuals, contracts, brochures, websites, books for relevant ministries of the government and partners.**
- **Interpreted in meetings, discussions, interview conferences, workshops, trainings etc.**

TRANSLATOR / INTERPRETER

**The Flemish Association for Development
Cooperation and Technical Assistance
(VVOB) February / 2007 – March/2010**

- Provided required written translation and oral/simultaneous interpretation in meetings, trainings and workshops, lesson observations from English to Khmer and vice versa.
- Translated teaching processes, and lesson plans, medical contents and related educational documents and policy documents such as curricula, policy plans and meeting minutes.
- developed teaching material such as workshop materials and reference texts to be discussed with the Ministries of Education and Health.
- Acted as a minute taker in meetings and for other discussions.
- wrote progress monitoring reports and quarterly reports both Khmer and English
- Facilitated and coordinate in trainings, workshops, trainings, discussion and other required events.

REFERENCE

Ms. Mao Sokalyan, Education Advisor at VVOB Email: sokalyan.mao@vvo.org Tel: (+855) 77 77 80 78

Mr. Som Kethyasey, Former Education Working Group at VVOB and an official at the Ministry of Education. Tel: (+855) 12 827 027 Email: somkethyasey@gmail.com