

Prim Saratt

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Experience

July 2020 - Present: [khmertrans](#) – Translation Project Manager

I started working as a freelance translator in 2004 and in November 2008 I decided to join [Proz.com](#) and I was admitted into the [Proz.com Certified PRO Network](#) as a translator working in the language pair of English to Khmer. During COVID-19 pandemic, I started khmertrans offering language services to local and international clients.

November 2015 – July 2020: Human Resources Manager – [Shinta Mani Hotels](#)

During my tenure, I was actively involved with opening 3 new hotels as follows:

- [Shinta Mani Angkor & Bensley Collection Pool Villas](#)
- [Shinta Mani Wild – A Bensley Collection](#)
- [Treeline Urban Resort](#) (under Shinta Mani Management during the pre-opening stage)

April 2012 – October 2015: Sessional Teacher of English at [Paññāsāstra University of Cambodia](#) (PUC)

May 2012 – May 2015 [Innotality Corporation](#)

I was a Training & Development Manager at Borei Angkor Resort & Spa, a truly Cambodian five-star hotel set right in the centre of Siem Reap, where privacy and connectivity blend together to form a perfect base for exploring the 'Kingdom of Wonder'.

As the business grew, Borei Angkor Resort & Spa was put under a new brand called INNOTALITY, a professional local hotels group embodying the richness and tradition of Khmer culture acquired by a unique portfolio of distinctive hotels and resorts - a Cambodian 5-star Borei Angkor Resort & Spa, a high- end personalized hospitality Privilege Floor, and a premier boutique Lotus Blanc Resort, where I had to play a centralized role looking after all sources of training across the properties.

January 2009 - May 2012: [Apsara Authority](#) (Department of Conservation of Monuments and Preventive Archaeology)

I started working for Apsara Authority as a payroll administrator in one of the departments formerly known as Dept. of Monuments and Archaeology I with the main responsibilities as follows:

- Preparing payroll for skilled staff, guards and workers in the temples
- Assisting the department head with administrative affairs
- Inventory control
- Translating articles for newsletters (Lok Ta Raja)
- Keeping track of email correspondence

Then I was promoted to assistant to Deputy Director General of Aprasa Authority and President of [National World Heritage Committee](#) with my main responsibilities as follows:

- Assisting the Deputy Director General with general administrative affairs and with email communication
- Liaising with international teams working in the Angkor Park (mainly with [World Monuments Fund](#) (WMF), [Greater Angkor Project](#) (GAP) and [Banteay Srei Conservation Project](#) (BSCP)
- Translating, interpreting and proofreading from English to Khmer and vice versa as required by the Deputy Director General and Dept. Head
- Minute-taking when meeting is held in office

April 1997 - July 2009: Teacher of English

I started my teaching career with a small private English school in Phnom Penh called *International Language Samaki School* and developed myself, moved to better and better schools and ended up with one of the most famous and expensive English schools in Cambodia commonly known as [Australian Centre for Education](#) (ACE - Siem Reap Branch). Below are the names of the English schools in chronological order I had been teaching in those years:

- *International Language Samaki School*
- *Newton Thilay Institute (Phnom Penh)*
- *USA Centre (Kandal province)*
- *Asia Pacific International School - APIS (Phnom Penh)*
- *Singapore International Business - SIBI & Thames Business College (Phnom Penh)*
- *Lion City International Institute (Phnom Penh)*
- *SITC International English School (Siem Reap)*
- [Future Bright International School](#) - FBIS (Siem Reap)
- [Australian Centre for Education](#) - ACE (Siem Reap)

Apart from teaching in the schools listed above, I also gave private Khmer lessons to expat community in Siem Reap. In particular, during my employment at ACE, I was invited to be a co-teacher for special English training courses at Police Headquarters, Demining Unit 6 ([CMAC](#)),

and Provincial Teacher Training College and so on.

July 2001 - September 2001: Bank Teller

Straight after my first degree in banking, I was offered a post of bank teller in [Cambodia Asia Bank](#) with my main responsibilities as follows:

- Recorded daily transactions
- Handled customers' complaints
- Typed and updated customers' ledgers
- Cashed salary for Naga Casino staff
- Prepared weekly and monthly report
- Drafted business letters

Education

2003 - 2005: [Build Bright University](#) (Phnom Penh)

- Bachelor Degree in Accounting and Finance

1999 - 2001: [Royal University of Law and Economics](#) (Phnom Penh)

- Diploma in Banking

1997 - 2000: Kang Pengly School (Phnom Penh)

- Translation Courses from English to Khmer and vice versa

1993 - 1997: Kompong Thom High School

- General Education (Gr. 9 - 12)

Skills & Training Courses Attended

English Skill

- Achieved [IELTS](#) overall band score of **6.5** out of 9 with 4 macro skill bands as follows: Listening: 6.5; Reading: 6; Writing: 6; Speaking: 7
- Achieved **Grade A** in the *The 20th Century World* subject of the ACE Diploma in English course in March 2007
- Attended the *Advanced Writing* subject of the ACE Diploma course in English in 2008

Computer Skill

- MS Office

- CAT tools: SDL Trados 2021, MemoQ, SmartCAT, Memsource, XTM and other online tools

Conferences & Training Courses Attended

- Certificate on [Federal Health Insurance Portability and Accountability Act \(HIPA\) – Translator & Interpreter](#)
- Completed **Project Management**, a module of Certificate of Business Professional Programme, from June to August 2013 at [Singapore Helm Institute of Education](#) (SHINE).
- [SDL Trados Studio 2009 Getting Started for Translators](#), March 30, 2011
- Freelance Translator Virtual Conference on Sept 30, 2009
- 4th & 5th [CamTESOL](#) conferences on the subjects of 'Building Bridges to the World' on Feb 24, 2008 and 'The Globalization of ELT: Emerging Directions' on Feb 22, 2009
- Completed satisfactorily the training course in Human Resource Management at ACE in 2006.

Professional Membership

[ATA Voting Member](#)

[ProZ.com Certified Pro Network](#)

Interests

In my free time I like playing volleyball, reading, listening to music and playing Khmer classical musical instruments.

Reference

Available upon request.

<http://www.proz.com/www/792253>