**CURRICULUM VITA**

**Ms. MEAS SOPHEA**

Email: meassophea2014@gmail.com

Tel: +855 10 525 111

**PERSONAL INFORMATION**

Sex : Female

Nationality : Cambodian

Age : 24 years old

Date of Birth : 01 December, 1993

Place of Birth : Sangkat Srah Chork, Khan Daun Penh, Phnom Penh, Cambodia

Marital Status : Single

Current Address: Street 70, Sangkat Srah Chork, Khan Daun Penh, Phnom Penh, Cambodia

**EDUCATION QUALIFICATION**

## 26 June - 04 August 2017: Completed a Master Degree course in **International Development Studies** at International Summer School, University of Oslo, Oslo, Norway

2011- Jul 2016 : Graduated **Bachelor of Arts in International Studies** (International Relations) at Institute of Foreign Languages (IFL), Royal University of Phnom Penh.

2010- 2014 : Graduated Bachelor of **Bachelor of Arts in Business English** at Cambodian Mekong University.

2007-2010 : Certificate of Dipolma High school (Sisowat High School)

**PROFESSIONAL EXPERIENCE**

**July 2018 – Present: Freelance Translator at Unique Translation and Design Services**

* Translate English to Khmer and vice versa with timely manner and good quality of accuracy.
* Translate using Wordfast software
* Proofread/edit translated documents
* Maintain/update terminology system
* Satisfied client according to their requests on translation

**15th January, 2018: Policy Officer at Council for the Development of Cambodia (CDC)**

* Translate incoming and outgoing correspondence and report from English to Khmer and vice-versa, as needed to meet the requirements of communications with development partners that are in English and within RGC that are in Khmer.
* Provide policy-related inputs for the TWG-network meeting, the arrangement and coordination of policy workshop or training.
* Review and prepare summary of Government and Development Partners’ country strategy documents and provide inputs for policy dialogue.
* Analyze ODA data and produce Development Effectiveness trend report.
* Keep up with Global and National Policy principles, dialogue, and up-to-date information related to development effectiveness works and share them with colleagues.
* Support the participation in the preparation of sector policy by sector ministries

### June 2015 -12th January, 2018: Grants Assistant at Cambodian Children’s Fund (CCF)

* Maintain accurate data on active grant status, communicating the requirements of donor evaluations to appropriate internal departments as necessary.
* Researching, monitoring and evaluation of report and proposal development.
* Build relationships with international staff providing relevant support and consultancy in the development of comprehensive content to maximize the success of donor relations.
* Control the production schedule of high quality donor and grant evaluation reports.

### May 2014- June 2015: Sponsor Relation Officer at Cambodian Children’s Fund (CCF)

* Translate incoming and outgoing mails with appropriate speed and accuracy.
* Compile reports to the sponsorship department and facility manager on time and accurately.
* Coordinate the kid to have Skype Call with their sponsors
* Write scripts, website short stories and academic report of the sponsored children.
* Sending Alert Email or Warning Email to Non-written sponsors

### Dec 2013- April 2014: Sponsorship Translation Intern in World Vision Cambodia (WVC) (Sponsorship Officer Assistant)

* Translate the message from Khmer into English.
* Prepare the Progress Report about the mail-out / receive-in card weekly.
* Translate, review and prepare the correspondent, APRs, GNs, ILs,

### May, 2013: Senior News Translator for news website Cambodianpage.info

* Translate and type current international news from English to Khmer
* Post Data entry on webpage and Facebook page, and manage content on other social media.
* Prepare and deliver invoice and receipt for customers.

**ACTIVITIES**

May 05-06, 2018 : **Project Management for Development** at Educational Development Institute

23 – 28 October, 2015 : Cambodian Youth Delegate selected as a Peers-Facilitator to participate in the 9th UNESCO Youth Forum in Paris, France.

28th -29th September, 2015: Completed **Written Communication Skills** with ODI Asia.

April 2015 : Completed IELTS Preparation course at ACE.

January 2015 : Volunteer with Change-maker Cambodia.

26 February 2014 : Stress Management at WVC

**LANGUAGES**

Khmer : Mother tongue

English : **Excellence** (**IELTS Overall band score: 7.0** with certified certification)

Exam date: 22 October, 2016.

**REFERENCE**

* **Mr. Nicky Ward**

Position: **Grants Manager** at Cambodian Children’s Fund

Tel: 070 666 735

Email: [nicky.ward@cambodianchildrensfund.org](mailto:nicky.ward@cambodianchildrensfund.org)