

KIM SOCHEATA

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Personal and Contact Information:

Place of Birth: Phnom Penh, Cambodia
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Professional Experience:

March 2019 – Present: Head Business Administration Department /Senior Lecturer– Paragon International University (former Zaman University)

Key responsibilities:

- Senior lecture to Business Courses
- Engage students with extra curriculum activities
- Oversee student academic achievement and provide consultation
- Counseling Services to students who struggle both academic and non-academic
- Development of the course and support other departments based on needs; classroom management

December 2015 – December 2016: Head of HR and Admin – Mekong View Tower Condominiums

Key responsibilities:

- Recruitment Process
- Training and Development
- Talent Mapping
- Performance Management
- Workforce Planning

September 2015 – Present: Lecturer of Business Administration Courses – Zaman University (currently Paragon International University)

Key responsibilities:

- Lecturing Principles of Management I, Principles of Management II, Organizational Behavior, Asian Markets, Business Essentials, International Business, Business Ethics, Research Methodology courses and working relevantly to mentoring the students (Classroom Management)

September 2015 – March 2019: Lecturer of Business Administration – National University Management (IBBA)

Key responsibilities:

- Lecturing and conduct seminar Research Methodology, Public Relations and Organizational Behavior, Business Ethics, Positive Psychology courses and working relevantly to mentoring the students (Classroom Management)

August 2014 – August 2015: Corporate Training and Communication, Prudential Cambodia Plc.

Key responsibilities:

- Belonging in Organizational Development and Talent Management; TNA (training need analysis for staff, prepare trainings and manage star training program
- Non-sales events coordination and support all training needs
- Coordinate and train onboarding program
- Deliver corporate trainings in performance management related sessions

February 2012 – August 2014: Vice President of University of Puthisastra in charge of Student Affairs

Key responsibilities:

- In charge of over 20 clubs, organize the events, scholarship, job career replacement, alumni, student help and support, volunteers, internship, website articles, extracurricular activities, & school field trips

June 2012 – October 2013: Vice Principal of Bamboo International School, Phnom Penh, Cambodia

Key responsibilities:

- Successfully established Bamboo International School from its inception to be prospered with many students with satisfaction from parents, students, teachers, and staff.
- Develop parents-students, and staff handbooks, prepare contracts for teachers and staff, recruit teachers and staff, conduct weekly meetings, provide advice and guidance toward curriculum.
- Advised the principal regarding the marketing strategies and how to tackle it to bring in more students
- Internal and external communication with staff, teachers, students, and parents
- Public Relations engagement activities

January – March 2012: Advisor to USA International School, Phnom Penh, Cambodia

Key responsibilities:

- Advising the board members and work with senior staff of setting a new curriculum, disciplinary rules and regulations, and environmental installment

March 2011 – Present: Lecturer of Economics - Royal University of Phnom Penh (Cambodia)

Key responsibilities:

- Lecturing Political Geography and International Trades classes and working relevantly with the fields

October 2010 – March 2014: Lecturer of Management - Puthisastra University, Phnom Penh, Cambodia

Key responsibilities:

- The subjects of lecturing: Organizational Behavior, Self Development and Big History
- Besides teaching, initiative of field trips, encourage both in class and outside class activities (theory/practical skill)
- Team building/Cultural awareness, in purpose of enriching the students with their rich culture and to understand and learn how to appreciate and to value what they have

September 2010 – March 2014: Lecturer of Economics - National University of Management, Phnom Penh

Key responsibilities:

- The subjects of lecturing: History of Economics and Thoughts, Public Finance, Environmental Economy and Economic Development
- Side by side lecturing, I was able to encourage the year 3 and 4 students to conduct their own researches and studies by using the research methodology methods of social study aims
- Academic advisory on research field, (data collection both primary and secondary)

March – April 2009: Substitute English Teacher, Make Way English School in Kyoto, Japan

Key responsibilities:

- Teach English to students from age 3 up to university level
- Carry out the lessons to each class
- Make lesson plans, class report, Roll Call-Check

June 2006 – June 2007: Head Teacher of Kindergarten, Logos International School, a Subsidiary of Asian Hope Organization

Key responsibilities:

- Taking full responsibilities as a head teacher by training teaching assistant in classroom
- Arrange back to school night meeting with introduction and presentation to parents
- Classroom preparation and teaching; Classroom preparation and Management
- Curriculum preparation with initiative activities
- Arrange classroom tours and field trips
- Parent's meeting every term and months if necessary
- Partake in training the new teaching assistant
- Make unit plan and lesson plan, assessment and evaluation sheets
- Create and gather teaching materials with creativities and flexibilities
- Set up classroom's rules accordingly for the level of student and class to follow and implement
- Correct student's papers; Making report cards
- Give necessary consultation to parents if there is a child's trouble and difficulties with learning
- Yearly and monthly report summary to parents of how the students' whole year progress

June 2003-2006: Teaching Assistant (High Level), Logos International School, a Subsidiary of Asian Hope Organization, Phnom Penh, Cambodia

Key responsibilities:

- Curriculum preparation with initiative activities
- Teach 1st Grade to 3rd Grade Science, Math and Language Art
- Teach Latin to 3rd Grade and 5th Grade
- Create classroom's rules with foreign teachers with flexibilities
- Arrange classroom tours and field trips
- Help training the new teaching assistant
- Create and gather teaching materials with creativities and flexibilities
- Correct student's papers and make report cards; set up TPC (teacher-parent conference and meetings)

June 2001-2003: Teaching Assistant, KinderCare, a Subsidiary of Logos International School and Asian Hope Organization, Phnom Penh, Cambodia

Key responsibilities:

- Teach TPR (Total Physical Response)
- Teach and prepare art crafts for classes
- Conduct story times and reading comprehension
- Assist head teachers with material preparation

Education and Trainings:

Oct 2018-2021 Master of Arts in Psychology(Advanced); Clinical Counseling, RUPP, Phnom Penh, Cambodia

June 2015 Certificate of Peak Performance ToT Training, KL, Malaysia

Mar 2012 Certificate of Teaching Methodology, Puthisastra University with collaboration of Help University, Malaysia

Aug 2010 Certificate of Educational Psychology Pedagogy and Teaching Methodology, NUM and NIE

2007 - 2010 Master of Arts in Economics, Ryukoku University, Kyoto, Japan – Research Based

1999 - 2003 Bachelor of Arts Business Administration, National University of Management (Phnom Penh, Cambodia)

Jul 2001 Awarded Certificate of Principle Management in sophomore of Four Year in University

1998 - 1999 English Certificate, Carson High School, California, USA
Grade: Honor Certificate

Aug 1998 High School Certificate, Preah Yukunthor High School

Languages Proficiency:

	<i>Speaking</i>	<i>Writing</i>	<i>Listening</i>	<i>Reading</i>
Khmer:	Mother tongue	excellent	excellent	excellent
English:	Native	very good	very good	very good
Japanese:	Basic	basic	basic	basic

Computer Literacy:

Microsoft office: Word, Outlook, Excel, and Power Point, Publisher; SPSS and Internet – Email
Computer maintenance and repair, Windows and Mac as well as software Installation

References:

Mr. Heng Sok, Business Owner

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