Saratt PRIM

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Experience

July 2020 - Present: Owner of khmertrans acting as a Translation Project Manager

- Founded khmertrans during the COVID-19 pandemic, delivering translation, editing, and proofreading services to over 200 clients, including individuals and companies.
- Managed over 1.7 million words for translation, 197,000+ words for editing, and 135,500+ words for proofreading from English to Khmer.
- Recognized as a Proz.com Certified PRO Network translator specializing in the Khmer-to-English language pair.
- Utilized advanced CAT tools such as SDL Trados, SmartCAT, MateCAT, Memsource, and XTM to ensure efficiency and quality in language services across diverse industries.

November 2015 – July 2020: Human Resources Manager – Shinta Mani Hotels

- Directed human resources operations for the successful opening of three luxury hotels: Shinta Mani Angkor & Bensley Collection Pool Villas, Shinta Mani Wild – A Bensley Collection, and Treeline Urban Resort (under Shinta Mani Management during the pre-opening stage).
- Recruited, onboarded, and trained approximately 250 new team members while maintaining a minimal turnover rate.
- Developed onboarding programs, management training modules, and employee handbooks tailored to each property.
- Ensured pre-opening operations met brand standards, contributing to a seamless launch and high employee retention rates.

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

- Taught General English Program (GEP) and English for High School Students to an average class size of 25 students.
- Designed engaging lesson plans and interactive activities tailored to varying proficiency levels, resulting in a 100% pass rate on student assessments.
- Developed strategies to enhance students' reading, writing, listening and communication skills, preparing them for academic and professional success.

May 2012 – May 2015: Training & Development Manger at Innotality Corporation

- Oversaw training and development programs for approximately 450 staff members at Borei Angkor Resort & Spa, a leading five-star hotel and a four-star Lotus Blanc resort in Siem Reap, both under the umbrella of Innotality.
- Achieved 44 annual training hours per employee through generic and tailored programs, enhancing overall workforce skills and efficiency.
- Partnered with SHINE to implement the Certificate of Business Professional (CBP) program, grooming future managers by successfully sending two cohorts for professional

development.
- Designed and conducted workshops on customer service, leadership, and operational excellence, contributing to a notable improvement in guest satisfaction scores and operational performance.

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

- Promoted from Payroll Administrator to Assistant to the Deputy Director General of Apsara Authority & President of the National World Heritage Committee.
- Streamlined administrative operations, including managing high-level correspondence and minute-taking for key meetings.
- Coordinated with international teams on projects within Angkor Park, including World Monuments Fund (WMF), Greater Angkor Project (GAP), and Banteay Srei Conservation Project (BSCP).
- Delivered accurate English-to-Khmer and Khmer-to-English translations and proofreading for official communications and project documentation, supporting cross-cultural collaboration and project success.

April 1997 - July 2009: Teacher of English

- Taught English to diverse student groups at leading institutions, culminating in a position at the Australian Centre for Education (ACE), Siem Reap Branch.
- Delivered customized English language training for specialized groups, including Police Headquarters, Demining Unit 6 (CMAC), and Provincial Teacher Training College.
- Developed interactive lesson plans, boosting student engagement and achieving consistent improvements in language proficiency assessments.
- Provided private Khmer lessons to expatriates, contributing to cross-cultural communication and integration.

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

1993 - 1997: Kompong Thom High School

- General Education (Gr. 9 - 12)

Computer Skill

- MS Office, HRMS (Clear View)
- CAT tools: SDL Trados 2021, MemoQ, SmartCAT, Memsource, XTM and so on

Conferences & Training Courses Attended

- Certificate on Federal Health Insurance Portability and Accountability Act (HIPA) – Translator & Interpreter
- Certificate on 'Seniority Indemnity Payment in Cambodia' by **HRINC (Cambodia) Co., Ltd**
- Certificates on 'Management Development Program' and 'Training Trainers Program' by **DONE! Hospitality Training Solution**
- Certificate on 'Performance Management' by **SR HR Club**
- Certificate on the topic of 'Understanding on the Implications of Employment Contract and its Termination' by **CAMFEBA**
- Completed **Project Management**, a module of Certificate of Business Professional Programme, from June to August 2013 at Singapore Helm Institute of Education (SHINE).

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.