

## Curriculum Vitae

**BOUN KAKADA**



Trapeangsangke Village, Trapeangsangke Commune, Teok Chhu District, Kampot Province

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### TECHNICAL AREAS OF EXPERTISE

- Coordination and Implementation of Community Development Project
- School management, Coordination and Implementation
- Professional in teaching English as a foreign language
- Mobilizing Community for Transformational Development
- Problem Solving and Decision-making
- Quantitative and Qualitative Research Methodology in social science
- Apply statistic using Excel, SPSS, Amos, Lisrel and Mplus
- Survey research, focused group discussion, face to face interview
- Research content analysis

### OVERVIEWS

- A director of board of director of Trapeangsangkae Education Center
- Graduated from Master of Education development, major of Lifelong Learning at Royal University of Phnom Penh.
- Graduated from Master Degree of Research and Statistic in Cognitive Science, Burapha University, Thailand.
- Had been working as research assistance at the college of Research Methodology and Cognitive Science, reviewing literature, collecting data, entering data, analyzing data and interpreting the data.
- Had over 9-year progressive working experiences with local non-governmental organizations. Recently, working as a director at Trapeangsangkae Education Center at rural Kampot province, planning the overall program and monitoring the progress, managing the program's budget, managing risks and issues and taking corrective measurements, coordinating the projects and their interdependencies, managing and utilizing resources across projects, Managing stakeholders' communication.
- Demonstrated organizational and administrative capabilities, able to work in high pressure and demanding environments and deliver high quality results according to deadlines and expectations.

### CAREER SNAPSHOT

March ' 19 - Present	<b>Director of Board of Director</b>	Trapeangsangkae Education Center converted from Cambodia Bernadette Organization
Dec ' 18 - Feb ' 19	<b>Research assistance (part time job)</b>	College of Research Methodology and Cognitive Science, Burapha University
Mar ' 14 - Apr ' 17	<b>Board of Director and Manager</b>	Cambodia Bernadette Organization
May ' 12 - Mar ' 14	<b>Centre Director</b>	Cambodia Bernadette's Centre
Mar ' 11 - Apr ' 12	<b>English and Computer Teacher</b>	Cambodia Bernadette's Centre
Sep ' 10 - Feb ' 11	<b>Community Development Facilitator</b>	Sky Organization

### WORK EXPERIENCES

**2019-Present**

**Director of Board of Director**

**Trapeangsangkae Education Centre (TEC)**

- Articulating the company's vision and setting the tone for the center's culture
- Making top-level strategic decisions to guide the center's growth

- Establishing and nurturing relationships with local authorities to strengthen center results
- Managing the center's resources, working closely with the financial department to monitor expenses and revenue
- Serving as a board member who has a view of daily operations
- Presenting center strategies, goals and results to the board in regularly scheduled update meetings
- Implementing board decisions throughout the center by passing on information and delegating responsibilities for plan execution
- Representing the center to the public through the professional organizations, conferences and community interaction

**2018-2019**

**Research assistance (part time job)**

*Burapha University*

- Reviewing literature regarding the target project
- Collecting data from different households in different provinces in Thailand
- Entering the collected data using Excel, Notepad and SPSS
- Analyzing data using Excel, SPSS, Amos, Mplus and Lisrel
- Interpreting the research finding
- Assisting at EEG lab for human brain measurement
- Working in mouse experiment project, taking care of all the experiment mouse, video recording, time catching, and data recording.

**2014-2017**

**Manager**

*Cambodia Bernadette Organization Kampot Province*

- Fund raising to support to project and community center.
- Manage and support the staff and teachers to ensure good individual and team performance, and facilitate effective teamwork.
- Coordinate revision of plans and budgets in response to monitoring, reflection and learning with the community. Manage and report on the budget according to donor guidelines, while ensuring the highest levels of financial stewardship and integrity. Monitor funding commitments, project spending against budget, preparation and submission of required financial reports on a regular basis.
- Consolidate semi & annual program reports for submission to support office and donor.
- Coordinate with all staffs, teachers and volunteers to ensure and support project implementation.
- Ensure the students' quality at highest level
- Train teacher of how to prepare lesson plan

**2012-2014**

**Centre Director**

*Cambodia Bernadette Organization center*

- Observe Computer and English teaching
- Work on selecting English text book for teaching and computer text book
- Help teacher improving their lesson plan
- Prepare and process field trip
- Train teachers

**2011-2012**

**English and Computer Teacher**

*Cambodia Bernadette Organization center*

- Prepare lesson plan
- Teach English and Computer
- Follow up slow learning students
- Follow up absent students

**2010 - 2011**

**Community Development Facilitator**

*Sky Organization*

- **Plan of Action Conducting:** Visit household in the target community. Conducting negotiation with community to determine problem and set up plan of action.
- **Capacity Building to community:** Training community-based organizations, including community leaders, children’s groups, youth groups, and women on health education and health center using.
- **Documentary and Report:** Producing monthly, quarterly work plan, report and minutes as agreed deadline.
- **Management and leadership:** Advised technical support to health center on supporting to poor family.

## **EDUCATION**

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July 2017-Aug 2019	<b>Master Degree of Research Methodology and Statistic in Cognitive Science</b> Thesis writing using mixed method, Burapha University, Chon Buri, Thailand
2015- 2017	<b>Master Degree of Education Development, Major in Lifelong learning</b> Thesis writing using qualitative method, Royal University of Phnom Penh
2010 – 2014	<b>Bachelor Degree of English Language</b> Angkor Khemara University, Kampot Province, Cambodia
2003 – 2009	<b>General Education (High School)</b> Preah Norodom Ranarith High school, Kampot, Cambodia.

## **PROFESSIONAL ACHIEVEMENT**

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2019	Thesis publication on “Development of 21 <sup>st</sup> Century Skills Assessment Criteria for Undergraduate Students in Cambodia”
August 2018	Journal publication “Development of 21 <sup>st</sup> Century Skills Assessment Criteria for Undergraduate Students in Cambodia”
June 2018	International Conference “Comparison of Working Memory Capacity among the Elderlies in Chonburi with Different Leisure Activities”
Jan-June 2018	Wrote three unpublished Journals (1) “The correlation between international students’ quality of life and well-being in Thailand”; (2) “The development and investigation of the psychometric properties of consciousness scale for Undergraduate students” and (3) “International Students’ Cultural adjustment and Social Experiences: Case study at Buraphara University”.
2017	Thesis publication on “Youth Capacity Development: Role of After School Program at TYPC

## **PROFESSIONAL DEVELOPMENT**

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Jan 21-25, 2019	Training on How to Build a Research Project and Fund Raising at Burapha University
Jan 17, 2018	Training Course on Research Ethics at Burapha University
Aug 16, 2013	Training Course on “How to Become a Good Employee”
March 16, 2012	Training Course on “Teaching English as Second Language”
July 17 2011	OPERACY Course on “Key to Personal Success and Leadership”
June 03-04 2011	Training Course on “Traffic Law, AIDs and Effect of Drug Abuse”
Jan 23-Jan 24 2011	OPERACY Course on “Personal Empowerment and Leadership”
Jan 1-March 30, 2011	Training course on Ms. Office (Ms. Word, Ms. Excel, and Ms. Power Point)

Apr 10-27, 2008	Training Course on “Youth Participation in a Democracy”
Sep 16, 2008	National Conference on “Youth and Leadership for Community Development”
Oct 13-18, 2008	Training Course on “Democratic Kampuchea History, Reconciliation and Extraordinary Chambers”

**LANGUAGES**

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Khmer	Mother tongue
English	Very good
Thai	Good (Speaking and Listening)