

# **Curriculum Vitae**

## **Personal Details:**

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## **EDUCATION BACKGROUND**

### **Hungarian University of Agriculture and Life Sciences (MATE), Budapest, Hungary**

- Master's Degree in Horticultural Engineering  
(Graduated in 2022)

### **The Lao American College, Vientiane Capital, Lao PDR**

- Bachelor of Arts in English  
(Graduated in 2018)

### **Brussels Business Institute, Wiltz, Luxembourg**

- 1-year specialization course in Hospitality/Rooms Division Operations  
(Graduated in 2015)

### **The Faculty of Environmental Science, Vientiane Capital, Lao PDR**

- Bachelor's Degree in Environmental Sciences  
(Graduated in 2013)

## **WORK EXPERIENCE**

### **Communications and Marketing Consultant**

North Star Research International Co, ltd. (NSRI), Vientiane, Laos

April 1, 2025 – to Present

- Develop foundational branding materials, including visual identity, website, and IEC (Information, Education, and Communication) materials, to establish a strong and consistent brand aligned with NSRI's mission and values.
- Support NSRI's partners—such as:
  - the Lao-India Entrepreneurship Development Centre (LIEDC)—in developing curricula, enhancing online presence, and improving communication strategies;
  - the Women With Disability Association (WWDA) in strengthening organizational capacity and drafting funding proposals.

### **Annual Report and Presentation Consultant**

Lao CSO Coordination Committee (LCCC)

June 12, 2025 – July 26, 2025

- Develop a data collection questionnaire using KoboToolbox.
- Assist LCCC's Communications Officer in preparing sector-specific presentations and reports highlighting key achievements in 2024.

### **Communications Specialist for USAID-funded LEAD Project**

RTI International, Vientiane, Laos

October 21, 2024 – March 31, 2025

- In partnership with Government of Lao stakeholders, conduct media outreach campaign to raise awareness of the project.
- Work with technical managers to identify success stories and case studies and take the lead in writing success stories and case studies for inclusion in progress reports and for other communications purposes.
- Oversee the compilation of high-quality photos and/or videos that capture the work done under LEAD over the life of the project.
- Draft press releases for review and vetting by LEAD management and provide them to radio, television, and electronic media.

- With support from other LEAD staff, organize stakeholder meetings, workshops, and/or other types of events as needed.
- Take the lead in compiling inputs for quarterly and annual progress reports and use those inputs to prepare a first draft for review by project leadership.
- Support LEAD monitoring and evaluation efforts to ensure that tools and communications are appropriate and effective.
- Prepare other project-related documentation as needed.
- Ensure USAID and project branding guidelines are adhered to on all event materials, project documents, reports, and other public information materials.

### **CSAT (Carbon & Sustainability Accounting Team) Officer**

C-Quest Capital, Vientiane, Laos

November 15, 2023 – October 31, 2024

- Provide local support to the CSAT in planning, implementation and monitoring to adhere to the guidelines outlined under the GHG crediting program.
- Take responsibility for planning and executing GHG related monitoring & audits at different project locations across the country including support for data cleaning, on-site verification and/or remote site verification.
- Work closely with operation field staff, surveyors, and the data analyst team to ensure quality and reliability of data being collected.
- Take responsibility for providing technical training to operation team members to ensure the project functions smoothly and overall team capacity builds over time.
- Identify, hire, train and manage short-term contractors to conduct GHG-related/monitoring audits.
- Work in a close collaboration with operations team to ensure quality of spot audit and provide recommendation if any compliance risk identified.
- Work alongside operations team to provide timely responses to local level government officials on the current status of GHG crediting projects.

### **Communications Consultant**

Lao CSO Coordination Committee (LCCC), Vientiane, Laos

September 15, 2023 – December 15, 2023

- Support LCCC to develop and maintain their online platforms, including the LCCC website.
- Support LCCC to Create and manage content for the LCCC website, social media platforms, and other communication materials such as press releases, newsletters, and reports.
- Support LCCC's secretariat to build the knowledge and skills of CSO staff through appropriate methods, including online peer-to-peer learning events. For example, conduct a workshop on "Leveraging Artificial Intelligence (AI) Tools" that teaches staff to create advocacy content, and analyze program data using AI.
- Support LCCC's secretariat to collect case studies, best-practice examples and impact stories from CSOs and develop these for use by relevant stakeholders and donors.
- Support to identify and develop digital asset management platform that meets the network's needs and budget.
- Mentor, coach, and build capacity of LCCC's secretariat staff to work more effectively
- Provide training and support to member organizations on communication best practices, such as media relations, social media management, and branding.

### **Advocacy Communications Advisor for CiSAC-19 Project**

Community Health and Inclusion Association (CHIAs), Vientiane, Laos

December 1, 2022 – August 15, 2023

- Update and implement the advocacy communication strategy relating to COVID-19 activities of CSOs.
- Support and mentor the LCCC's secretariat staff, particularly the LCCC's secretariat CiSAC Communications Officer, to implement communications and advocacy activities.
- Gather stories from CSO partners to create monthly newsletter.
- Plan Social Media Content Calendar for the CiSAC Facebook Page and the LCCC page.

- Develop impact stories, design IEC materials, and post regularly to the CISAC Facebook page.
- Support CiSAC CSOs to improve their communication skills to share their project impacts via social media.
- Support development and updating of the LCCC website.
- Build the knowledge and skills of CSO staff relating to COVID-19 through appropriate methods, including online peer-to-peer learning events.
- Write case studies, best-practice examples, and impact stories and submit to relevant stakeholders (i.e., EU).
- Support the CiSAC project staff from CHIAS, Plan International and SAEDA to ensure project targets are being met and coordination activities are successful.
- Coordinate and interact with CSOs and INGOs, as well as government and multilateral stakeholders.

### **Communications Support for the 16 Days of Activism event (EVAW)**

Oxfam in Laos, Vientiane, Laos

October 03, 2022 – November 30, 2022

- Support the Gender Program Manager of Oxfam in Laos in developing communications materials (both printed and digital) and the advertising plan for the “Economic Empowerment Fair for Elimination of Hunger, Violence Against Women and Children 2022” event.

### **Communications and Social Media Training Consultant**

Plan International, Vientiane, Laos

June 22, 2022 – September 21, 2022

- **Social Media Practical Guide ([See Here](#)):** Develop a series of guidance notes and tools on social media management and content creation, in Lao language, as appropriate for 30-40 CSO staff to follow.
- **Social media Training:** Conduct a series of 8 online training sessions, in Lao language, over 8 weeks, on creating engaging social media content and managing social media accounts effectively for increased engagement. The training also includes other related skills such as graphic designing, video editing, photography, application of third-party software in managing social media accounts & activities, etc.

### **Communications Coordinator**

CommWithUs, Brussels, Belgium

(EU Communications Support for Nutrition and Education in Lao PDR)

February 24, 2020 – August 31, 2021

Responsibilities:

- Assist the Team Leader in formulating, implementing, and monitoring communications strategy and evaluating the result.
- Collaborate with the EU, its partners such as UNICEF and World Vision, and government counterparts to concerning EU-funded project communications work.
- Support the Team Leader to deliver project outputs, monitor & follow up with activities, and occasionally take the lead on behalf of the Team Leader.
- Assist in day-to-day coordination of project implementation, as assigned by the Team Leader. This include correspondence and information sharing with EU, Government of Laos and development partners, as well as ensuring that appropriate follow-up actions are taken.
- Provide administrative and logistical support in the preparation and organization of project activities such as workshops, media campaigns, road shows, etc.
- Manage all administrative and financial aspects of project activities.
- Support the recruitment and management of all service providers and resources, ensuring compliance with all EU and CommWithUs requirements.
- Support and provide inputs for the writing of project evaluation and progress reports.
- Prepare non-technical translations and act as interpreter (English/Lao).
- When necessary, and with suitable guidance from the Team Leader, represent CommWithUs and EU

on public platforms, such as participating in meetings and hosting workshops.

- Manage the project budget in coordination with the Finance department.
- Help identify and select vendors (companies, specialists, etc.) who will be the project implementing partners.
- Monitor and work with the implementing partners to make sure the outputs are achieved.
- Development and Maintenance of a nutrition-information website, with frequent updates of content.
- Development, maintenance, and updating of electronic archives of communications materials and resources produced by CommWithUs, EU, and the EU partners (Smugmug, Tandem Vault, etc.).
- Provision of technical and administrative assistance in training and capacity building for partners and stakeholders through Communications monthly workshop and training activities.
- Development and maintenance of nutrition- and education-related Facebook and other social media presences for GoL and development stakeholders.

### **Project Manager of 1GreenEarth.com Project (CSR project)**

Installation, Preventative and Corrective Maintenance, Co., LTD (IP & CM Co., Ltd), Vientiane, Laos

February 1, 2019 – December 31, 2019

Responsibilities:

- Formulate, implement, and monitor short-term & long-term communications and marketing strategies.
- Prepare customized communications and strategies for business partners.
- Manage the project team (photographer, video editor, graphic designer, and web developer.) towards the project outputs.
- Create contents and concepts for promotional & advertising videos, posters, etc.
- Be responsible for the technical development of the website (Delivery, payment gateways, site layout and interactions, etc.) and visualize its development stages.
- Prepare monthly and yearly budget plans.
- Approach local counterparts, get them on the website, and help them develop their businesses.
- Manage sub-projects (capacity building, start-up businesses, events, etc.)
- Report directly to the Managing Director.
- Handle other duties assigned by the Managing Director.

### **Project Officer**

International Corporation NGO IV-JAPAN (IV-JAPAN), Vientiane, Laos

April 17, 2018 – December 31, 2018

Responsibilities:

- Assist the project manager in planning, day-to-day implementation, and monitoring and evaluation of the vocational/non-formal education training activities.
- Work with the Project Manager to deliver capacity development activities, monitor the activities for data collection purposes, and coordinate follow-up activities.
- Create and adjust Memorandum of Understanding (MOU), proposals, request letters, and other documents as required by the project manager.
- Gather and analyze data obtained from surveys, interviews, and site visits.
- Set criteria, screen applicants, and select candidates for training courses.
- Coordinate with public and private sectors for project implementation and other related activities.
- Work closely with key ministry officials and other stakeholders' in implementing the projects and other related activities.
- Create and translate project documents (progress reports, donor reports, MOU, training plan, proposals, administrative documents, etc.) from Lao to English and vice versa.
- Organize meetings, be the interpreter of the event, make post-event reports/minutes.
- Arrange Work permit, Stay permit and VISA for foreign staffs.
- Provide oral and written translation between English and Lao when needed.
- Handle all the administrative tasks.

**Lecturer/Deputy Head of Accommodation and IT Department**

Lao National Institute of Tourism and Hospitality (Lanith), Vientiane Capital, Laos

September 21, 2015 – March 20, 2018

**Responsibilities:**

- Provide teaching/training sessions concerning Travel & Tourism, Front Office Operations, Property Management System, Revenue Management, Housekeeping, etc.
- Create and develop academic curriculums, textbooks, and teaching & training plans concerning Front Office, Revenue Management, Housekeeping, etc.
- Create/develop academic curriculums, teaching plans, etc.
- Perform related-academic tasks.
- Prepare yearly budget plan and activities of Accommodation Department for the director.
- Create and Develop Standard Operating Procedures (SOP) for Accommodation Department.
- Maintain IT equipment and school database.
- Organize meetings, seminars, events, etc.

**Hotel Night Auditor (Internship)**

Hotel NH Brussels Grand Place Arenberg, Brussels, Belgium

June 01, 2014 – August 30, 2015

**Responsibilities:**

- Welcome and provide information to visitors and handling guest complaints.
- Check guests in and out.
- Post guest charges and settle payment.
- Handle cash reconciliation and cash drop.
- Compare cash and credit cards receipts to the reports in the system.
- Preparing daily reports for each department (Front office, Accounting, Food & Beverage, Housekeeping, etc.) and the General manager.
- Collect room service cards from each guestroom.
- Check credit limits on guest accounts.
- Make correction of commission and rates, charge travel agencies bills.
- Perform other related duties as required by the guests and supervisor.

**The Team Leader of Green Hotel Researchers**

Freelanced work with Alexandre Tsuk, a former member of Inthira Group, a member of Pacific Asia Association (PATA), and the founder of [www.bgreener.com](http://www.bgreener.com)

May 01, 2013 – August 31, 2014

**Responsibilities:**

- Gather data about green practices and other general information of each hotel in the world on websites.
- Sort out the data to the corresponding categories.
- Give green rating to each hotel based on the criteria.
- Set up staff hiring criteria and SOP, screening the applications based on the criteria, conduct an interview, train new staff, and evaluate staff performance.
- Proofread the work done by other researchers.
- Prepare monthly and weekly reports.
- Perform other related tasks as required.

*(Older work experience available upon request.)*

## **OTHER SKILLS**

Car's driving license (Manual/Automatic)

Digital Skills:

Artificial Intelligence (AI), CMS (Wordpress, Prestashop, Wix, etc...) / Press Releases / Content Creations / Microsoft Office / Zoom / Google Docs, Sheet, Slides / Video Conferencing Software (Zoom, Teams, Google Meet) / Social Media / Google Drive / Image, video, audio editing software (Adobe Photoshop, Adobe Premiere Pro, Audacity) / Graphic Design: Adobe Photoshop, Adobe InDesign, Adobe Illustrator / Cloud Technologies (Google apps, Dropbox, Tandem Vault, WeTransfer, Box, Dropbox, OneDrive, Smugmug, Starchive, etc.)

Languages: Lao (Native), Thai (Advance), and English (Advance)

## **Referees:**

1. Name: Kansam Latthanhot,  
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