

Curriculum Vitae

Personal Details:

Name: Thippachan PHOUHAVONG (Ms.)
Date of Birth: 10/12/1998
Current Address: Donenoun Village, Xaythany District, Vientiane Capital, Laos
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EDUCATION BACKGROUND

- November-December 2022: Intensive English language training course with Lao-Top college.
- July-September 2022: Complete the training course of video editing at New Gen Training Center.
- April-June 2018: American Centre-US Embassy-English as Foreign Language (EFL)
- January-September 2017-21st Century School
Class: Professional English-Speaking Skill
- 2016-2019 - Soutsaka College of Management and Technology
Diploma in Computer Science

WORK EXPERIENCE

Communication and Media Officer

Association for Rural Mobilisation and Improvement (ARMI), Vientiane, Laos

2020 – Present

- Capture high-quality video and photo documentation of events, trainings, and field activities organized by ARMI and occasionally by the Lao CSO Coordination Committee.
- Produce short video highlights, interviews, and event summaries for public outreach and reporting purposes.
- Edit and finalize video content for social media, websites, and donor communications, ensuring alignment with branding guidelines.
- Manage and archive all multimedia files for easy access and future use.
- Design and produce communication materials such as flyers, posters, banners, and social media graphics.
- Support visibility and public engagement efforts to raise awareness about civil society work and impact.

Marketing and Communication Support (Part-time)

Creative Make Change Team, Mind Life Coach & Dork Ya, Vientiane, Laos

May 2019-Present

- Support and facilitate team-building activities and coaching sessions.
- Collaborate closely with senior team members on marketing campaigns, including photo and video shooting.
- Edit, decorate, and finalize multimedia content for upload to platforms such as YouTube and Facebook.
- Design templates and layouts for public communication materials, including brochures, name cards, and flyers.
- Serve as a co-facilitator and Master of Ceremonies (MC) during trainings, workshops, and meetings.

Videographer

RECOFTC/Transformative Land Investment Project, Luang Prabang, Laos

June 5-6, 2025

- Provide photo and video documentation service covering Co-Creation Workshop in Luang Prabang Province, Lao PDR

Marketing Officer

Maythip Coffee and Restaurant, Vientiane, Laos

August 2019 – May 2020

- Plan and develop marketing strategies to promote the restaurant and attract customers.

- Create engaging and consistent content for the restaurant's social media platforms.
- Oversee daily administrative tasks and ensure smooth operational management.
- Design and produce branding and promotional materials, including food packaging, logos, menus, videos, banners, and brochures.

Freelance communication Consultant

International Organization for Migration (IOM) UN-Migration, Vientiane, Laos

July 2018

- Support and assist project staff in finalizing communication materials.
- Revise and adapt IEC materials, particularly video content, to ensure accuracy and alignment with project objectives.

Communication Intern

Lutheran World Federation, Vientiane, Laos

July -September 2018

- Collaborated with project staff to design media campaigns and develop communication materials, including presentation templates, videos, flyers, and brochures.
- Assisted the project team with village mapping, data entry, and organizing staff information.
- Supported and facilitated workshops, meetings, and trainings in coordination with project staff.
- Contributed to case study writing, managed the organization's Facebook page, and supported the preparation of organizational presentations.

OTHER SKILLS

Car's driving license (Manual/Automatic)

Digital Skills:

Video Editing (Filmora, Adobe Premiere Pro) / Graphic Design (Photoshop, Illustrator, Lightroom) / Photography / Social Media Content Creation / IEC & Communication Material Design (Brochures, Flyers, Name Cards, Banners, Menus) / Digital Marketing & Campaign Planning / Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams) / Social Media Management.

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