

## PERSONAL INFORMATION



## Nimitxay THEPPHAVANH

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## POSITION

## PhD Candidate

## WORK EXPERIENCE

01/10/2011–Present

**Academic staff**

The Education Division, the Department of Education and Culture, the Committee of Cultural and Social Affairs, National Assembly of Laos, Vientiane Capital (Laos)

- Work as an assistant of the Vice President of Social and Cultural Affairs Committee. This assistance covers both office and field works in the capital and rural areas of remote provinces.
- Work as a law reviewer and formatting editor in related fields.
- Work as a coordinator for the National Assembly to Ministry of Education and its related sectors.
- Work as a secretariat staff on drafting and preparing documents for both national and international conferences.
- Work as a drafter on official documents for leaders of the committee and department.
- part-time translator: assist my office: the National Assembly, Laos translating its formal docs, decisions, policies, laws, regulations; assist the researcher at NAFRI, Laos translating its relevant documents, papers; assist a freelance consultant, and freelance google lao editor translating and editing academic books, stories telling books, specific terms, other documents

2009–2010

**Legal Lecturer**

Clinical Legal Education (CLE) and German Technical Cooperation Agency (GTZ), Vientiane (Laos)

- Giving lectures on related laws to local people in rural areas, especially Khob District, Sayabouly Province and Atsaphone, Atsaphangthong Districts, Savannakhet Province.
- Data collection in related field works, which mostly focus on quantitative data, and making reports regarding prior activity plan, budget plan and implementation.
- Coordinating with local administrator and related offices for getting support and documentary reference.

06/2008–08/2008

**Research Assistant**

National Agriculture and Forestry Research Institute (NAFRI), Vientiane (Laos)

- Data collection on rubber plantation in Bolikhamsai Province, mainly focus on both qualitative and quantitative data.
- Assisting researchers team in the field works activities.

## EDUCATION AND TRAINING

18/09/2016–Present

**PhD in Law and Political Sciences**

EQF level 8

Doctoral School of Law and Political Sciences, University of Szeged, Szeged (Hungary)  
Law and Political Sciences

- 08/09/2014–09/07/2016
**Master Degree**
EQF level 7
- Faculty of Law and Political Science, University of Szeged, Szeged (Hungary)  
International Relation - Legal and Business Aspects
- 01/09/2006–31/08/2011
**Diploma of Honours Bachelor's Degree**
EQF level 6
- Faculty of Law and Political Science, National University of Laos, Vientiane Capital (Laos)  
Administrative Law
- 01/09/2005–19/05/2008
**Advanced Certificate**
EQF level 5
- Faculty of Engineering, National University of Laos, Vientiane Capital (Laos)  
English (Special English Course)
- 01/09/2003–20/06/2006
**High School Diploma**
EQF level 3
- Vientiane Secondary School, Vientiane Capital (Laos)

**PERSONAL SKILLS**

Mother tongue(s) Lao

**Foreign language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Advanced Certificate					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

**Communication skills**

- communicate effectively in my workplace and conferences.
- good communication skill gained through my experience as an assistance of the Vice-President of the Committee of Cultural and Social Affairs.
- good contact skill gained through my experience as a coordinator for some meetings and international conferences relating to my workplace.

**Organisational / managerial skills**

- leadership (currently responsible for an association of 90 people).
- strong organizational skills that I can manage my duties through wise planning, time optimization, detail orientation and prioritization.
- group leader gained as volunteer in several centers such as Clinical Legal Education and School Informative News Unit.
- work assistant gained as an assistance of the Vice President of the Committee of Cultural and Social Affairs.

**Digital skills**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Independent user	Proficient user	Independent user

Digital skills - Self-assessment grid

certificate