**Ms. Xinnakone KHAOVONG**

Nationality: Lao

Date of Birth: 30 April 1999

Marital Status: Single

Permanent Address: Thongphanthoong Village, Sisattanark District,

Vientiane Capital, Lao PDR.

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# EDUCATION BACKGROUND

* **Sep 2015 - Aug 2019:** Bachelor of Computer Science in Faculty of Natural Sciences,

National University of Laos.

(Major in: Computer Science).

* **Sep 2007 - Jun 2015:** Laos - Vietnam Friendship Secondary School.
* **Sep 2004 - Jun 2007:** Sapharnthoong Neau Primary School.

# TRAINING

* **19 July - 19 September 2018:**
* IT Support at Lao Telecom Company.
* 3 months apprentice in Application Development Department at Lao Telecom Company.
* Create an Attendance System web application for IT Department.
* 6 weeks training with experts of website development.

# PROFESSIONAL EXPERIENCES

* **FEBUARY 2019 - MARCH 2019**

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| --- | --- |
| **Organization** | **VF Learning Center** |
| **Position** | **Administration Assistant** |
| **Responsibilities** | * Handle incoming and outgoing customers. * Follow-up students’ parents who interested. * Set-up boots. * Organize and compiles students’ class/time schedule. * Documents service requests and enquiries * Assist on providing information of VF Learning Center to customers. |

# LANGUAGES PROFICIENCY:

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** |
| Lao | Native language | Native language | Native language |
| Thai | Excellent | good | Excellent |
| English | Very good | Good | Good |

# REFERENCES:

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| **Dr.** **Somsack Inthasone**  Lecturer of Computer Sciences at Faculty of Natural Sciences, National University of Laos  Mobile: 020 2224 5128 |