

## CONTACTS

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Ekkxaymounlavongsy2@gmail.com

## SKILLS

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- Highly familiar with company technology/programs
- Fluency in English and Laos (speaking, reading and writing)
- Average Chinese language proficiency
- Fast learner
- Critical Thinking
- Self-Motivated
- Effective Communication
- Microsoft Office (Word, PPT, Excel)

# Mounlavongsy Ekkaxay

## PERSONAL STATEMENT

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I am a native Lao with an exceptional level of English and I have been studying abroad for 6 years. I am also a last-semester student looking for a long-term commitment and meaningful job opportunities. I have a firm grasp of business science which focuses on the usage of quantitative/qualitative data related metrics. With the acquired skills from my past experiences, I am bound to be punctual, respectful, focused and professional in various aspects.

## EXPERIENCE AND INVOLVEMENT

### Information and Knowledge Management Consultant

Applied Methodology, Vientiane

*September 2020- Ongoing*

Directly after coming back from China, I started an internship with Applied Methodology, which has by now led to a longer-term association as Junior Consultant. In the company, I have contributed to multiple different projects, mainly with The Asia Foundation, by carrying out interviews and by preparing a database and verifying the incoming quantitative and qualitative data. Furthermore, I have also assisted in the formulation of the DOSMEP's (Department of Small Medium Enterprise Promotion) development plan report and supported the company in administration and procurement.

### Academic Writing &

### Research Methodology

Donghua University, Shanghai

*March 2017- Ongoing*

As a university student of Donghua, majority of professors expect above average level of writing, reviewing and analyzing valuable academic information. Specifically, academic writing & Research methodology has given me a practical experience in working with surveys and questionnaires as it is required to be gathered and verified in order for the paper to run specific tests.

## Supportive Debate Team Duty

*March 2018 – June 2018*

Donghua University, Shanghai

The Donghua University had offered special tasks for volunteer students in exchange for academic credits. The required job was to provide informative support to the debate team members. I provided the Donghua's debate team underrated source material and objective opinions

## English Teaching

*July 2019- November 2019*

Smart English, Shanghai

During the time I was attending Donghua University Shanghai, I was a part-time elementary English teacher for a private educational institution called "Smart English". My experience involved a pre-teaching training for four sessions (3 hours each session). Shortly after, I agreed to work part-time with the company.

## EDUCATION

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- **KAPLAN University** *2016 -2017*  
Higher Diploma in Banking and Finance, Singapore
- **Donghua University - Shanghai** *2017- Currently Active*  
International Trade, Shanghai
- **Kiettisack International School** *2007-2014*  
Vientiane, Laos

## HOBBIES & INTERESTS

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- Going to the gym
- Cooking
- Music
- Reading