**Dalany OUDOMSAK**

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**ACADEMIC ACIEVEMENTS**

**Saint Martin’s University** Washington, USA

*Master of Business Administration*  Mar 2017- May2019

**Vientiane College** Vientiane, Laos

*Diploma of General Studies* Feb 2013- Dec 2

**National University Of Laos** Vientiane, Laos

*Bachelor of Arts, Major in Hotel management* Oct 2012- Jun2016

**PROFESSIONAL ACHIEVEMENT**

**European Chamber of Commerce and Industry in Lao PDR** Vientiane, Laos

*Services and Events Manager* Dec2020-Jan 2021

* Promoting Trade and Business support services towards partners and external clients.
* Answering inquiries from partners and external clients on Lao market.
* Planning, developing, budgeting and organizing training and other activities including workshops, seminars, forums, networking events.
* Developing concepts for new trainings and their curricula and other activities.
* Liaising and coordinating with external providers of services and negotiating contracts.
* Liaising with Executive Director and Sales and Marketing Manager for the development and introduction of new services and efficiently events.
* Being a Representative for a Germany’s leading volunteering organization, Senior Experten Service (SES) in providing training program in a specific area needed to Lao local company.

**Target Corporation** Oregon, USA

*Style Consultant*  Sep 2019- July 2020

* Communicate with Target Corporation Headquarter about project, event or campaign expectation and goals
* Managing deadliness and progress across the team to ensure the project is delivered on time and on budget.
* Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards
* Collecting and analyzing feedback from customers and other project users to gauge satisfaction and success
* Assisted in drafting report on monthly, quarterly, annually sale to manager.
* Organized promotions and spearheading marketing efforts by setting up displays and educating customers and employees on promotions or specials

**Bon Appetit Management Company** Washington, USA

*Catering Associate* Sep 2018-May 2019

* Organizing third party providers and vendors to deliver elements that cant be produced in-house
* Edit and approve the final versions of products, using company guidelines as a gauge
* Communicate, plan and organize the event from concept to finish in accordance with the client to understand their wants, needs, and special requests for the event.
* Attend event to oversee activities and ensure details are handled as planned
* Address any dispute that may arise, and remain on site after the event is over to ensure proper clean up
* Monitor delivery of goods and services to ensure contract terms are satisfied; adhere to legal, insurance, and health and safety regulations
* Tasked with coordinating various services from third parties so that facility and equipment is set up properly, according to client’s requests.

**Saint Martin’s University** Washington, USA

*Graduate assistant*  Oct 2017-May 2018

* Assisted HEATHER GROB, PHD Chair, Business and Economics and Associate Professor of Economics at Saint Martin’s University
* Assisted in conducting research and publishing papers in academic journals
* Coordinate with authors

**Lao Telecommunication Company** Pakse, Laos

*Deputy Director Assistant* Jun 2016- Feb 2017

* Scheduled meetings and sent meeting invites to attendees
* Assist on procurement process of necessary materials and equipment
* Prepared and checked up the meeting room, took meeting minutes, made sure it runs smoothly, maintained files and answered phone calls
* Coordinate with different department on different tasks as assigned.

**Vientiane College** Vientiane, Laos

*Teacher Assistant (evening class)* Jan2015- May 2016

* Helped supervisor the students and setting up the class
* Provided teacher with feedback on student progress
* Checked that students completed their homework and reviewing the lessons
* Assisted the teacher during class and working one-on-one with weaker students who need special attention
* Helping to develop programs of learning activities and adapting appropriate materials
* Maintain, observe and assess each student’s progress through assessments and be aware of students who need more one on one guidance

**OTHER ACHIEVEMENTS**

**Leadership**

* Volunteered to help with the *2018 Pacific Northwest Regional Economic Conference (PNREC)* and was an ambassador for Saint Martin’s University
* Administrated and Organized at the International Conference and Exhibition on Water Resources and Hydropower Development in Asia which took place in Vientiane,

Lao PDR

* Assisted and worked one-on-one with New Zealand Education Minister and New Zealand Delegates during the *8th ASEAN Education Minister Meeting*

**Co-Curricular Activities**

* Member of Lao Youth Union, Lao Women’s Union and Lao federation of Trade Unions

**Communication and Skills**

**Technical**

* Microsoft Office Word Excel PowerPoint
* Research report analysis skill
* Freeland translator

**Communication**

* Fast learner
* Time management skill
* Ability to adapt and flexibility
* Leadership skill and work in team

**Language**

* Lao FLUENT
* Thai FLUENT
* English FLUENT
* French BASIC