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| SUPAVEEN  SILVER | |  |  | | --- | --- | | 12530 Braddock Dr.,  Apt#12, LA, CA, 90066 |  | | (310) 228-0250 |  | | Supaveen.silver@gmail.com |  | |  |  | |

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|  | Objective |

To work as a freelance contractor rendering English to Thai translation and subtitles.

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|  | Education |

## Bachelor of Law |Thammasat University, Bangkok, Thailand.

### 2008 - 2012

Graduated with second class honors and GPA of 3.52

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|  | Experience |

## Quality Assurance/ Subtitle Reviewer | Welocalize, Inc.

### August 2017 – PRESENT

- Reviewed subtitled and dubbed video contents for linguistic errors and accuracy.

- Checked tracks and recordings for inappropriate content

- Ensured the content is culturally appropriate as well as properly localized.

## Assistant Manager | Glamourmama LLC.

### NoveMBER 2015 – 2017

- Designed handcrafted and sold products worldwide through online platform.

- Ordered supplies needed to run business.

- Social media advertised, promoted website, customer relations.

- Bookkeeping

## Waitress | Sakura Restaurant, LA, CA

### 2014 – 2015

- Took orders and served the customers with their respective dishes

- Accommodated customers special needs

- Answered questions about the food on the menu

- Answered phone calls and took reservations.

## Waitress | East Wind Thai Restaurant, LA, CA

### 2013– 2014

- Took orders and served the customers with their respective dishes

- Accommodated customers special needs

- Took delivery orders placed by the phone

Lawyer Assistant, SBC Interlaw, Bangkok, Thailand

## Law Clerk| SBC Interlaw, Bangkok Ltd., Thailand.

### 2012– 2013

- Translated legal documents, from English to Thai

- Assisted lawyers with legal research

- Prepared and gathered necessary documents for VISA applications

- Prepared and gathered necessary documents for trademark applications

## Intern Student | Vickery & Worachai Ltd., Bangkok, Thailand.

### SUMMER OF 2012

- Translated legal documents, from English to Thai.

- Prepared legal documents which are necessary for any official applications provided by the Government.

- Researched on legal relating issues and drafting legal opinion papers.

- Prepared necessary documents for VISA applications.

- Prepared necessary documents for trademark application.

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|  | Skills |

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| * Languages; Fluent in Thai, conversant in English * Proficiency in Microsoft Word and PowerPoint | * Familiar with both OS and Windows |

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|  | Activities |

2011 LIA: Law in Action Activity Group; Camp Staff

2010 LIA: Law in Action Activity Group; Camp Staff

2009 Committee of Rapee Memorial Day; Staff of Pubic Relation Section.

2008 Pre-camp (Legal introduce preparation camp); Registration Staff

2008 Member of Development Voluntary Camp in Chiang Mai, Thailand