

# Khamik Wongthiang (Don)

135/927 Moo. 1, Soi Rewadee 31/1, Rewadee Road,  
Tambon Talatkhwan, Amphoe Mueang, Nonthabri 11000

**Contact Phone Number:** +668-6352-9604

**Contact E-mail Address:** [khamik.wongthiang@gmail.com](mailto:khamik.wongthiang@gmail.com)



---

## Work Experience

### Acclaro Co. Ltd.

April 2013 – November 2013

#### Localization Project Manager & Resource Coordinator

Acclaro is a global translation and localization firm that helps the world's leading brands succeed across cultures.

##### **Project Management:**

- Plan and schedule translation- and localization-related projects to meet the company's requirements, as well as to ensure clients' overall satisfaction
- Allocate projects to resources and facilitate the effective communication within the entire localization project team for successful project completion
- Troubleshoot, solve and follow-up on outstanding issues to proactively and continuously improve project quality
- Track operational and financial project statuses and handle regular project status reports/clients' meeting minutes

##### **Resource Coordination:**

- Recruit, develop and secure the company's external localization service supply for Thai and other South East Asia languages for its worldwide operations
- Monitor external partners' performance and provide in-depth feedbacks within the entire operation team
- Handle resource recommendation requests for the US East coast operation team

### Lionbridge (Thailand) Ltd.

July 2010 - April 2013

#### Worldwide Sourcing Manager - Thailand

Lionbridge is the leading provider of translation, development and testing solutions that enable clients to create, release, manage and maintain their technology applications and Web content globally.

##### **Resource Development:**

- Recruit, develop and secure the company's external localization service supply for Thai and other South East Asia languages for its worldwide operations
- Organize necessary training sessions and seminars to both internal and external resources to meet the company's requirements and clients' needs

##### **Resource Management:**

- Own the relationship with external resources for Thai and other South East Asia languages both from the operational and commercial perspectives
- Monitor external partners' performance and provide them with regular quality control scorecards for their improvement plans
- Serve as the escalation point and take appropriate actions with external resources to resolve quality, capacity and cost issues

#### **Production Support:**

- Identify the best outsourcing model and handle resource recommendation requests for Thai and other South East Asia languages
- Work with the production team on the resource planning and management from the initiating stage to the closing stage
- Create the in-depth analysis to effectively balance internal and external costs and ensure that projects are efficiently outsourced in terms of cost, quality and capacity

#### **Achievements:**

- Maintained the role of a site expert/champ for 5 applications ('Vendor Database', 'eProcurement', 'Service Partner Portal', 'Customer Care Database' and 'Electronic Leave Application System') and 5 systems ('Resource Recommendation Request', 'Root Cause Analysis', 'Vendor Corrective Action', 'Linguistic Quality Inspection' and 'Quality Assurance vs. Quality Control')
- Increased the Thai output by 118.1 % with the 68.2% increase of the total spend, based on the comparison of the outsourcing spend in 2011 and 2012
- Decreased the agency dependency from 47.5% to 38.3%, based on the comparison of the outsourcing spend in 2011 and 2012
- Completed the internal Lean Six Sigma training

#### **Award:**

- Best Employee for Interpersonal Relations 2011, January 2012

#### **Work Experience as a Freelancer/Independent Professional:**

*Translator, Editor, Proofreader, Linguistic Tester and Copy Editor* *December 2009 - Present*

##### **Translation and Localization**

- Translate, edit and proofread documents from English into Thai and vice versa
- Ensure that translation is accurate, clear, natural and appropriate in the target language while remaining consistent throughout the whole job
- Refer to reference materials such as a style guide, glossary, terminology list, do-not-translate list or translation memory as needed to ensure translation consistency of projects
- Perform linguistic quality assurance on final translated materials and fix linguistic issues found to improve translation quality
- Provide clients with necessary advice related to the translation process

*Tutor and Teacher of English* *July 2007 - Present*

##### **Teaching**

- Teach and coach students towards reaching their educational goals
- Monitor student's progress and constantly review their performance
- Motivate students for their improvement in English throughout the course

##### **Curriculum Design**

- Adapt curriculum of courses to match student's needs and performance
- Conduct tutorial English classes According to specific school's English curriculum to prepare students during their examination period

---

## **Educational Background**

**Thammasat University, Tha Phrachan Campus, Bangkok, Thailand** **2011 - Present**  
Master's Degree of Arts (English -Thai Translation)  
Cumulative Grade Point Average: 3.67/4.00

Extra-curricular Activity:

- Keynote speaker on 'How to Be a Freelance Translator in the Commercial Translation Industry' at 2013 TU Translation Seminar 9<sup>th</sup> March 2013

**Kasetsart University, Bangkhen Campus, Bangkok, Thailand**

**2006 - 2010**

Bachelor's Degree of Arts (English and English Literature)

Cumulative Grade Point Average: 3.57/4.00

Extra-curricular Activities:

- English-speaking Temporary Staff at Asia Fitness Convention 2009 21<sup>st</sup> - 29<sup>th</sup> November 2009
- English-speaking Registration Staff at 10th ITS Asia Pacific Forum 8<sup>th</sup> - 10<sup>th</sup> July 2009
- Liaison of the Hong Kong national baseball team at 8th Asian Baseball Cup 20<sup>th</sup> - 31<sup>st</sup> May 2009
- English-speaking Transportation Assistant at VIV ASIA 2009 11<sup>th</sup> - 13<sup>th</sup> March 2009
- English-speaking Event Assistant at The Royal Trophy 2009 4<sup>th</sup> - 11<sup>th</sup> January 2009
- Interpreter/Translator at the 'Smart Leadership Delegation II: Thailand' Program between Universiti Utara Malaysia and Kasetsart University 17<sup>th</sup> July 2008
- Liaison of the Cambodia national baseball team at 24<sup>th</sup> SEA Games, 6<sup>th</sup> - 15<sup>th</sup> December 2007

Honour and Awards:

- First Class Honours July 2010
- Academic Excellence Award July 2009
- Academic Excellence Award July 2008
- Academic Excellence Scholarship October 2007
- Academic Excellence Award July 2007
- Academic Excellence Scholarship June 2007

**Sriboonyanon School, Nonthaburi, Thailand**

**2003 - 2006**

Upper Secondary School Certificate (Mathematics and Sciences)

Cumulative Grade Point Average: 3.71/4.00

Awards:

- Academic Excellence Award December 2005
- Outstanding Student Award December 2004
- Academic Excellence Award December 2004
- Academic Excellence Award December 2003
- Outstanding Student Award December 2003

---

## Skills

- Languages:
  - Thai Native Proficiency
  - English Full Professional Proficiency
- Computer Softwares:
  - Microsoft Office Full Professional Proficiency
  - Adobe Photoshop Elementary Proficiency
- Typing Speed:
  - Thai 45 words/minute
  - English 50 words/minute

- English Efficiency Test Scores:
    - Thammasat University General English Test (TU GET), Score: 850/1,000 February 2011
      - Structure: 230/250
      - Vocabulary: 220/250
      - Reading: 400/500
    - Test of English for International Communication (TOEIC), Score: 865/990 January 2010
      - Listening: 435/495
      - Speaking: 430/495
- 

## Personal Particulars

- Gender: Male
  - Date of Birth: 30<sup>th</sup> January 1988
  - Nationality: Thai
  - Religion: Buddhism
  - Marital Status: Single
  - Health: Excellent
  - Interest: Translation, Linguistics, Computational Linguistics and Business Management
  - Leisure: Listening to Music, Reading, Watching Home Movies, and Surfing the Internet
  - Sport: Jogging, Mini Marathon, Badminton and Volleyball
- 

## References

Excellent references available upon request