

Thippawan Wetwikoon

Neat, friendly, quick learner and hardworking.

Address:

Regent Home IV (Condo)
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Bangkok

Personal Data:

Sex: Female
Nationality: Thai

Contact:

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Working Experience:

Present: **Freelance Translator** (Rate: US\$ 0.1 per word, US\$ 30 per hour)

November 2005 - January 2015

Company: **Baker & McKenzie** (Law Firm), was a **Billing Coordinator** for 11 Partners (lawyers).

Responsibilities;

- Preparing, drafting, editing bills (in English) for Partners review and approval
- Checking and revising the approved draft bills for issuing invoices to clients
- Coordinating with Partners and lawyers regarding bills for appropriate action
- Coordinating among partners, lawyers, other departments and clients for solving problems on invoices for collection
- Doing correspondences with clients regarding billing and invoices
- Preparing minutes of Billing and Collection Working Group Meeting
- Following up with Partners/lawyers' secretaries regarding new matters and bills drafting.

March - September 2005

Company: **The Ascott Group**, was a **Central Reservation Officer**.

Responsibilities;

- Replying and providing information to all enquiries (submitted from the clients through the website of the Ascott Group (www.the-ascott.com)).
- Doing administrative jobs for Sales Office
- Making the reservations as the clients' requests (by direct phone calls and via e-mails)
- Cooperating with the reservation staffs of 5 apartments for reserve the rooms for clients
- Helping sales persons on some tasks (such as showing the room for the visiting clients)
- Preparing the Weekly Sales Report.

November 2003 - January 2005

Company: **H.I.S. Tours**, was a **Reservation Staff**.

Responsibilities;

- Making reservations as the clients' requests (online system)
- Filing and keying data with reference to the bookings
- Cooperating with the Japanese staffs (in English) regarding the reservations and clients' inquiries

July - December 2002

Company: **Bangkok University**, was an **International Affairs Officer**.

Responsibilities;

- Issuing *The Letter of Recommendation* (the letters are for the students who intend to apply to another institute for the further education.)
- Translating documents
- Doing the administrative jobs in the office such as typing, copying and filing documents

Education:

College: BA. (Major: English) from Ramkhamhaeng University