



MS. PANISA CHOTITAYANGKOON

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WORK EXPERIENCES

Freelance Translator and Interpreter (May 2008 – Present)

Responsibilities:

- Translating all types of documents from Thai to English, and from English to Thai as the customer's requirements
- Translating verbal communications, usually in real time. This including speeches at conferences and events, meetings, classes and training sessions, or individual communications between parties
- Acting as a liaison between two parties to facilitate communications by assisting clients on behalf of their company
- Examples of customer: Electricity Generating Authority of Thailand, Bangkok Metropolitan Administration, Bank of Ayudhya Public Company Limited, Syngenta Crop Protection Ltd., and Cobra Gold 2020

Executive Secretary, Scientific Pest Management (Thailand) Co., Ltd., Bangkok (November, 2020 – March, 2021)

Responsibilities:

- Acted as an administrative and purchasing manager by monitoring inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitored costs and expenses to assist in budget preparation
- Managed supplier relations and negotiated contracts, prices, and timelines
- Provided secretarial support functions for the MD: handled requests, travel and accommodation arrangements, made appointments, calendars and scheduled, interaction with both internal and external executives, and prepared for internal and external meetings
- Conducted research on business issues and assembles materials needed for the proposals

Project Assistant, Sasin Sustainability and Entrepreneurship Center, Sasin Graduate Institute of Business Administration of Chulalongkorn University, Bangkok (June – October, 2020)

Responsibilities:

- Assisted all work processes on the German Development Agency (GIZ) of the 8th Lab of Tomorrow project, aiming to move the teams from prototype to a minimum viable product as the startup business
- Handled details related to prepare presentations, draft reports, keep project management tracking systems updated and field calls, and manage correspondence
- Handled administrative functions, such as planning meetings with internal and external stakeholders, tracking timesheet and invoice submission, filing of documentation, and overseeing the minute details associated with complex task tracking
- Worked in concert with project managers or other assistants to ensure smooth and timely project completion

Assistant to Director of International Department and Translator, Thepayont Aeromotive Industries Co., Ltd., Bangkok (September, 2019 – November, 2019) (*Three months contract)

Responsibilities:

- Translated all documents from Thai to English, and from English to Thai
- Found new foreign suppliers to be a joint venture in Thailand in each project, and worked with them
- Assisted the Director of International Department to handle and coordinate in the projects of the Royal Thai Army and Bangkok Metropolitan Administration

Executive Assistant to President, SCG Grand Co., Ltd., Samutsakorn (November, 2017 – August, 2019)

Responsibilities:

- Led a development and implementation of the overall organization's strategy, vision and mission
- Led team to achieve sales target and operated profit required
- Took care of VIP customers for all processes of product, including after sales service
- Coordinated work through effective collaboration with all parts of the organization
- Developed and managed budget and spending in support of company objectives for cost control while maintaining effectiveness
- Managed relationships with suppliers to ensure on-time in-full delivery targets are achieved
- Developed and implemented employee relations, welfare and human resource processes that ensured a high level of employee motivation and engagement
- Ensured that all of the organization's human resource activities comply with relevant Acts, legal demands, and ethical and environment standards

Lecturer of Tourism Management Major, Bachelor of Business Administration, The Far Eastern University, Chiang Mai (May, 2017 – October, 2017)

Responsibilities:

- Taught subjects in general education and tourism management courses
- Acted as an advisor to students, head of the research unit of tourism management major
- Conducted the research papers, academic services, and art and cultural projects

Lecturer of Tourism Management Major, Bachelor of Arts, International College, Suan Sunandha Rajabhat University, Bangkok and Nakhon Pathom (October, 2011 – December, 2016)

Responsibilities:

- Taught subjects in general education and tourism management courses
- Acted as an advisor to students
- Conducted the research papers, academic services, and art and cultural projects
- Developed relevant courses and learning materials that contributed to graduate attributes and course learning outcomes
- Participated proactively in student activities, university projects, quality assurance as well as other programs planned by the university

Executive Assistant to President, Windall Overseas Co., Ltd., Bangkok (February, 2010 – August, 2011)

Responsibilities:

- Handled all projects related with the Royal Thai Army, Navy and Arm Force, Border Portal Thai Police, and Bangkok Metropolitan Administration, and reported all progresses to the president
- Handled with ingoing and outgoing mails of the president
- Found new foreign suppliers to be joint venture in Thailand in each project, and worked with them

- Took minutes of meeting and acted as an interpreter, and translated documents from Thai to English, and vice versa
- Prepared and applied all documents related for visa application for each country
- Travelled aboard to attend the meetings with the president

English Teacher, Smart English Co., Ltd., Bangkok (March, 2008 – March, 2011) (*Part-time)

Responsibilities:

- Taught English in four skills: listening, speaking, reading and writing, including grammar and vocabulary depending on student's levels
- Reported student's performance and outcome to the director

Secretary to President, Thai Furukawa Unicom Engineering Co., Ltd., Bangkok (May, 2006 – August, 2008)

Responsibilities:

- Performed general secretarial jobs such as taking minutes of meeting, typing, filing, scheduling appointments, handling incoming and outgoing mail, and translating documents Thai to English and vice versa
- Booked air tickets, golf courses, hotel rooms and restaurants
- Took a position of Editor of company's newsletter

English Teacher, Fun English For You Co., Ltd., and Kumon (Thailand) Co., Ltd., (November, 2004 – March, 2006) (*Part-time)

Responsibilities:

- Taught English phonics and basic grammar to student
- Encouraged student to read and spell words through interactive activities that built phonemic awareness and helped them apply phonics

EDUCATION

- Assumption University, Bangkok. Master of Business Administration, majoring in Tourism Management with GPA 3.88 (2008 – 2010)
- Assumption University, Bangkok. Bachelor of Arts, majoring in Business English with GPA. 2.42 (2001 – 2006)
- Stri Nakhonsawan School, Nakhonsawan. Faculty of Arts, majoring in English and Mathematics with GPA. 2.62 (1998 – 2001)

AWARDS

- The CEO Thailand Awards 2019, majoring in Executive of Promoting and Developing Business Management (Private sector) organized by Broadcaster and Journalist's Assembly of Thailand, Thailand in 2019
- The outstanding research paper presentation award on International Academic Multidisciplinary Research Conference organized by ICBTS Conference Center & IJBTS International Journal of Business Tourism & Applied Sciences, Milan, Italy in 2016
- The best paper award on the 2nd Conference – Business Administration and Liberal Arts of RMUTL organized by Rajamangala University of Technology Lanna, Chiangmai, Thailand in 2016

ACTIVITIES / TRAININGS

- MICE / Tourism summer school 2016 at Kyushu Sangyo University, Japan in 2016
- Academic field trip to Shangri-La Hotel, Bangkok Hotel in the topics of hotels and departmental functions such as Front office, housekeeping and food & beverage in 2015.
- Educational visit program of Chinese culture and language to Guilin University of Aerospace Technology, China in 2014.
- Train the trainer - Advanced at IATA Training & Development Institute, Bangkok, Thailand in 2012.
- Academic field trips to Conrad Hotel and Novotel Bangkok Hotel on Siam Square in the topics of hotels and departmental functions, Thailand in 2004.

ADDITIONAL SKILLS

Showing knowledge of cultures involved, and being comfortable with public speaking

REFERENCES

References available on request