

PATTARATORN BOONYASSATHIAN



**BACHELOR OF ARTS
(ENGLISH FOR BUSINESS COMMUNICATION)
GRADUATED WITH SECOND-CLASS HONORS**

PERSONAL PROFILE

Name: Pattaratorn Boonyassathian
Nickname: Dave
Date of birth: 24 February 1999
Nationality: Thai

WORK HISTORY

Administrative officer (Trainee)

DA VINCI INTERNATIONAL SCHOOL, 2020

- To type and prepare the documents for teachers
- To be a teaching assistant in the kindergarten class
- To contact and give information to the outsourcing companies
- To translate the documents and emails from Thai to English or English to Thai.
- To outline the steps of the teaching-learning process in the mathematics lesson plan

Waiter (Part time)

IMPUNG (อิมพุง) RESTAURANT, 2018

- To deliver food and beverages
- To present a menu for the customer
- To prepare tables by setting up linens, silverware, and glasses
- To arrange table settings and maintain a tidy area

Support kitchen staff (Part time)

MARRIOTT RESORT&SPA HUAHIN, 2021

- To serve food for customer
- To prepare tables by setting up linens, silverware, and glasses
- To arrange table settings and maintain a tidy area
- To prepare the ingredients for the restaurant

ACADEMIC BACKGROUND

Burapha University Chantaburi Campus Graduated with Second-class honors

BACHELOR OF ARTS, 2021
ENGLISH FOR BUSINESS COMMUNICATION

- Organizer of EBC Department's New year party
- Joining in a staff of SCI-ART cultural
- Joining in a welfare staff of Freshmen welcoming ceremony
- Treasurer of the Club Dance BUU

Benchamatheputhit Phetchaburi School

GRADUATED WITH GPA 3.00, 2016
ART AND LANGUAGE (ENGLISH) PROGRAM

SKILLS & INTERESTS

- Advance knowledge of Microsoft Office applications including proficiency in Word and Exel and other applications including Photoshop, Premier pro
- English literary (Toeic score 690)
- Excellent verbal and written communication skills. presentation creation and delivery skills.
- To solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Knowledge of all mode of transportation (domestic and international)
- Knowledge and understanding of Incoterm rules
- Basic Knowledge of Logistics Management
- Negotiation skill
- Customer Satisfaction

WORK WITH ME

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