



# CHAYANEE TOXKANGWAN

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

✉ chayanee.tox@gmail.com

☎ +66 949932062

📍 Bangkok

## WORK EXPERIENCE

### Business Development and Administrator Lab Network, Bangkok, Thailand

01/2022 - 05/2023

#### Achievements/Tasks

- Dealt with queries on the phone, email and online platforms
- Managed appointments and maintained website systems
- Created contents, artworks and videos for various media platforms
- Created website designs and developed digital campaigns to increase web traffic

Contact : Mr. Vathunyoo Chutisilp -  
Phone: +66 93 561 9614 Email: klangac@gmail.com

### Food and Beverage Attendant The St. Joe Company, Havana Beach Bar & Grill, Florida, USA

03/2021 - 07/2021

A Florida Trend Golden Spoon Award winner, The Pearl Hotel's signature restaurant.

#### Achievements/Tasks

- Assisted servers with requests
- Served food and refilled beverages
- Prepared, cleaned and reset restaurant tables

Contact : Mr. Peter DeRosa -  
Phone: +1 (772) 359 5579 E-mail: peter.derosa@stjoe.com

## EDUCATION

### Bachelor of Arts, College of Innovation, 2nd Class Honors Thammasat University, Tha Prachan Campus, Bangkok

08/2017 - 11/2020

GPA: 3.35

#### Courses

- Management of Cultural  
Heritage and Creative  
Industries

### English-German Program, M.6 Certificate Absornsawan School, Bangkok

05/2011 - 03/2017

GPA: 3.27

## SKILLS

Communication

Teamwork

Problem-solving

Creativity

Time management

Marketing

## PERSONAL PROJECTS

Arranged an online seminar about Gender Inequality and Sexual Abuse in South Korea (2020)

Promoted a local tourism of Doi Pha Hee on social media platforms (2019)

Datalized and transformed the Traditional Scent Candles of Ban Thianhom to website (2019)

Organized an event about community identities of Kudi Chin and Charoen Chai communities (2018)

## CERTIFICATES

Certificated in German language A2 (09/2015 - 10/2015)  
Goethe-Institute Schwäbisch Hall, Germany

## LANGUAGES

English: TOEIC score of 790  
Professional Working Proficiency

Thai  
Native or Bilingual Proficiency

## INTERESTS

Reading books, novels, manga

Traveling

Learning foreign languages

Collecting minifigures