

SUDARAT LAPENG

Relator | Ideation | Restorative | Responsibility | Learner

PERSONAL DATA & CONTACT

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EDUCATION

KING MONGKUT'S UNIVERSITY OF TECHNOLOGY NORTH BANGKOK

Bachelor of Business Administration 2015 - 2018
Major in Industrial Business and Human Resource Development
GPAX 3.28 (2nd class honors)
Thesis: Important Factors for Expat Interns for Living in Thailand
Adaptation of Culture of Host Country: A Case study at Automotive
Parts Company in Rayong

SUANKULARB WITTAYALAI NONTABURI SCHOOL

Sciences - Math Program 2012 - 2015
GPAX 3.39

EXPERIENCES

THAI BRIDGESTONE CO., LTD. (RANGSIT PLANT-PATHUMTHANI)

Training and Talent Management Officer | June 24, 2019 - Present

Achievements

- **Business English e-Learning Program** - Design Learning Journey & KPIs and Learning Engagement (Top Subscribers Recognize & VDO Interviews)
- **New Hired Staff Orientation Program** - Book & Manual Design and Other equipment e.g. Evaluation Form, Instructor Card, Group Name, Food Menu, and Create Transporation Support by lineUpr.
- **HRIS Training Module** - Initiative Visualize Manual & Support Users.
- **e-book** - Creating an e-Learning course catalog also a learning program manual.
- **40 Hours Learning Project** for all back-office employees and Talents of 4 group company.

Initiatives Project of 2022

- Draft a prototype and coordinate with vendor to **Implement Learning Report Module in HRIS.**
- **Virtual Plant Tour Project** - Transforming normal Plant Tours in Production to the e-Learning platform.
- **HR Data Analyst Career 2022** - Designing learning journey for upskill/reskill of Data Analysis and Data Visualization.
- **Self-Directed Learning 2022**
- **WE TALKs Project:** Know-How Sharing from the internal instructor.

Responsibilities:

New Staff and Manager Orientation Program (4 Group Companies)

- **Training Platform** e-Learning, Classroom Training, Plant Tour & LIVE Training.
- **Designed documents and materials** of the orientation (i.e. orientation books, Oreintatation Card, Name Tag, Food and beverages list, Traveling survey, attendance list, and Giveaways for instructors) included coordinating to support instructors, booking the van, and payment process.
- **Overview report:** do training a report and record data in the HRIS system.

Business English e-Learning Program (3 Group Companies)

- Sourcing a new platform to be achievement learning.
- **Design Learning Journey:** Determined KPIs, Guideline, and Learning journey for subscribers and application process.
- Monitoring English Online system and summary the learning report (monthly report & end of program report).
- Do overview report (Learning results) for MD.
- **Learning Sharing Project:** Create a video to share learning experiences from top subscribers to others people in the organization.

Soft Skill Training Program (External Vendor)

- Arrange training classes such as Presentation Skill.

HRIS Management (myHR system-Training Module)

- **Design manual**
- Training Analytic Report (monthly & yearly).
- **Be an instructor** for training about how to use the system to HR training users.
- Support HR training users.

e-Learning Platform

- **e-Learning Platform Management:** support to enroll e-Learning course into the system, e-Learning report, training e-Learning request process for stakeholders.
- **e-Learning Materials:** creating e-Learning course catalog (e-book), editing VDO, drafting a storyboard for creating material (VDO&SCORM) also coordinating with vendor to improve materials.

ROBERT BOSCH AUTOMOTIVE TECHNOLOGIES (THAILAND) CO.,LTD. (HEMARAJ-RAYONG)

HR Intern | May 28, 2018 - May 31, 2019 (1 Year)

Achievements

- **Flying Design** for the job fair in Thailand and Germany.
- **BOSCH Virtual Career Fair 2019** responsible for an internship chat room.
- **BOSCH Intern Show @Labor Day 2019** created the show with Thai interns & Design a poster for this event.
- **Poster Design** BOSCH Cup Design Contest 2018, Shape Your Body 2019, and Diversity Day 2019.
- **Internship Manpower 2020**
- **Created equipment for job fair** QR code poster, Google form for registration and data analysis, Kahoot.
- **Promoted Recruitment Program** (town hall speaker and created equipment).
- **Created Games (Ringtoss)** for HR kios on Songkran Festival.

Responsibilities:

Recruitment

- Screening CV, Phone Interview, Scheduling interview, Post job on job boards, and onboarding new employee (sometimes).
- **Support Assessment Center** of Management Trainee Program.
- **Create** a phone interview form.
- **Employee Management** Probation Certificate, Updated new associates & resign, Follow up exist checklist (resign people).

Local Internship Management (Full loop)

- Post job on job boards.
- **Coordinate** with hiring managers, mentors, interns, and the university.
- **Hiring Process** prepare internship contract and sending onboard documents to the intern.
- **Onboarding**
- **Leaving Process** prepare internship certificate and exit checklist.
- **Internship Survey Demand of 2019 & Internship Manpower 2020**
- **Training HRIS system (Recruit module)** for hiring managers and mentors.
- Internship Report & Revised HR internship management manual.

Employer Branding

- Job fair at the university, Master Scholarship Promote, Flying design.

Training Support

- Coordinate with a trainer, set up a workshop room for the assessment center, support workshop.

NEW GEN AIRWAYS (SUN TOWER BUILDING-CHATUCHAK BANGKOK)

HRD Intern | June 5, - July 31, 2017 (2 months)

Achievements

- **Flying Design** for Orientation Program.
- **Training Form Design** - Training Evaluation & Training Checklist.
- **Contact Book for Leadership Workshop.**

Responsibilities:

- **Support Orientation** program and Familiarization Trip at Sun Tower building and Don Muang airport.
- **Support Training Class** Leadership Training.
- **Orientation and Training report**
- **Internship Management** Time attendance, Payment document, Certificate, etc.

P.A.P. ENERGY SAVE CENTRE CO.,LTD (NONTABURI)

Admin (Part Time) | April 2015 - January 2018

- Assisted to prepare documents and manuals for engineering projects.
- Support inventory control (electrical equipment).
- Documents control; PM Service, Do Quotation, Open PO, etc.

SKILL & LANGUAGES

MS OFFICE

Word, PowerPoint | Good
Excel | Intermediate
Power BI | Basic

ADOBE PHOTOSHOP & PREMIERE PRO

Basic

ISPRING SUITE & CANVA

Intermediate

ACTIVITIES & REWARD

HOBBIES

- Swimming
- Badminton

THAI

Native

ENGLISH

Speaking | Good
Listening | Good
Reading | Good
Writing | Intermediate
TOEIC Score | 690

BID FRESHMEN STAFF 2016

Welfare Section

THE BUSINESS BATTLE 2017 : START UP 4.0 DIGITAL IDEA DIGITAL ENTREPRENEUR CONTEST 2017

The last 10 teams and got money reward 2,000 baht (Co-working space project)

ENTREPRENEUR PROJECT (BEMELT)

We got a project from a professor of entrepreneur subject to sell something at the university market for 4 times. We have 10 members in this project and our project name BeMelt (Bread grill stuff with milk and Nutella)