

# Jirapat Assawamachai

I am looking for a full-time position and challenging role to utilize my English language and management skills to gather new knowledge as well.



## WORK EXPERIENCE

### ADMINISTRATION OFFICER (TRADEMARK)

**Baker McKenzie.**

16/12/2021 - 30/06/2022


Baker & McKenzie Ltd.


#### Accomplishments

- Support lawyers for trademark registration activities in Thailand.
- Effectively complete necessary processes for the registration, including coordination with lawyer and other staff for instructions, required documents and information; preparation of documents, correspondence, and reports relating to trademark registration i.e. Powers of Attorney, quotations, search reports, filing reports, publication reports, reports on issuance of registration certificates, reports on office actions, status, timeline reminders, and settling overdue invoices
- Follow through to ensure the completion of the trademark registration process i.e. follow up with associates for developments of work, updating the new trademark system, recording all case deadlines and renewal due dates, closing disengaged files, and coordinating with other internal parties.
- Provide accurate English/Thai translation of work-related documents and materials.
- Administer, maintain and monitor clients' records/information in company's database for further reference and ensure that all details are placed correctly.
- Conduct a basic search on Department of Intellectual Property website regarding the trademark works.

## CONTACT

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 090-018-1988

 26/153 Leabklongsong Road,  
Klongsamwa, Bangkok 10510

## INTERESTS



Football



Translation



Sports



Reading

## EDUCATION

### BACHELOR OF ARTS IN ENGLISH



Bangkok University

Faculty of Humanities and Tourism Management

- Major in English
- Minor in Korean language
- GPA = 3.67



Triamudomsuksanomklao School

English and Chinese Major

- GPA = 2.87

## SKILLS & COMPETENCIES

Detail-Oriented



Organized



Team player



## COMPUTER LITERACY

- An excellent command of Microsoft Office.
- A good command of Google G Suite.

## LANGUAGES



Mother tongue



Written (Upper intermediate)



Spoken (Intermediate)




TOEIC SCORE = 900




Elementary



# PROOF OF TOEIC SCORE



AB 0131454



**Name** JIRAPAT ASSAWAMACHAI

**Date of Birth** DECEMBER 21, 1997

**ID Number** 1100600386021

**Test Date** FEBRUARY 5, 2021

**Client** PERSONAL

LISTENING

495

READING


405

TOTAL SCORE

900

Report is valid for two years from the test administration date.

TOEIC® Services Thailand -- Certified Score Report -- Issued FEBRUARY 8, 2021



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