



Natthanitcha Singburaudom

Researcher, Project Management

Resourceful Project manager offering the history of success coordinating and monitoring operations across various departments. Effective leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency. Highly committed with a hardworking mentality to maintain quality of services and products.



Contact

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Education

2001-03 B.A.: Tourism Industry
*Suan Sunandha Rajabhat
University*
GPA: 2.69

2008-10 M.Ed. Adult and:
Continuing Education
Mahidol University
GPA: 3.85

2017-08 Ph.D: Vocational
Education
Kasetsart University
GPA: 3.27



Skills

- Documentation and reporting	●●●●● Excellent
- Troubleshooting and problem resolution	●●●●● Excellent
- Cross-functional collaboration	●●●●● Excellent



Work History

2020-04 -
Current

Senior Manager, Southern Region Office

***Thailand Convention and Exhibition Bureau,
TCEB, Bangkok, Thailand***

- Managed multi large-scale projects and initiatives including, introducing new systems, tools, and processes to support attainment of challenging objectives.
- Fostered relationships with vendors to communicate on problem areas and work closely to resolve.
- Drove team success through shared vision and recognition of quality performance.
- Monitored contracts and service level agreements to identify potential risks and implement mitigation actions to protect the development process from unforeseen delays and costs.

2018-12 -
2019-12

Project Manager, Thai MICE Connect Data collection and Platform

M.B. System Automation Co., Ltd. , Bangkok, Thailand

- Outlined work plans, determined resources, wrote timelines and generated initial budgets as part of project scope determination.
- Facilitate to analyzed architecture design, scoping, implementation, testing and deployment needs to define project requirements.
- Monitored contracts and service level agreements to identify potential risks and implement mitigation actions to protect development process from unforeseen delays and costs.
- Fostered relationships with vendors to communicate on problem areas and work closely to resolve.
- Achieved project deadlines by coordinating with contractors to manage performance.
- Drove team success through shared vision and recognition of quality performance.

2004-11 -
2020-04



Languages

English

●●●●○
Very Good



Certifications

General Tourist Guide License



Interests

Tourism / Technology

Human development training



Accomplishments

- The Development of user manual for governmental regulations related to the promotion of seminars, fairs and exhibitions in Thailand.
- Capacity building programs to local governments in the protection of consumer health products, The prototype standard accommodation rural culture.
- Establish an Occupational Standard and Professional Qualifications of Specifications Tour Guide (Coastal), 2017 (Dissertation).
- The Development of Thailand MICE Venue Standard: Special Event Venue, 2016.
- The Development of Thailand MICE Venue Standard: Editing Meeting room and Exhibition Venue, 2015.
- Committee inspector Thailand MICE Venue Thailand Category: Meeting Room 2014.

2006-09 -
2006-12

Educational Researcher and Trainer

Freelance

- Quickly adapted training plans for client needs, keeping timelines, budgets and desires in mind.
- Scheduled and taught in class and online courses to increase learning opportunities.
- Assessed training needs to develop effective staff training plans.
- Monitored participant workflow and behaviors throughout the training process.
- Collaborated with leadership team to identify relevant questions and determine best methods of collection.
- Designed and executed study approaches.
- Wrote research papers, reports, reviews and summaries regarding Social science.
- Researcher and Project Coordinate for Educational department at Mahidol University.

Training Site Administrator, Project Training.

Chevron Thailand Exploration and Production Limited., Bangkok, Thailand

- Facilitate, scheduling, and managing the training sites for all company departments.
- Resolved problems, improved operations and provided exceptional service.
- Used coordination and planning skills to achieve results according to schedule.

2003-06 -
2004-10

Assistant Director of Sales, Export Office

Santa Factory Company Limited, Bangkok, Thailand

- Managing export shipments and responding to EU and Asia region customers.
- Represented by the company in Toy Exhibition in Germany and Emirates.
- Prepared bills of lading, packing lists, dock receipts and certificates of origin for each shipment.
- Developed and deepened successful partnerships with representatives of diverse shipping companies.
- Collaborated with internal teams and suppliers to evaluate costs against expected market price points and set structures to achieve profit targets.

2002-07 -
2003-05

Administration Officer

Manheim Asia Pacific Limited, Bangkok, Thailand

- Maintained office supplies inventory by checking stock and ordering new supplies as needed.
- Drafted professional memos, letters, and company official forms format for Thailand branch.
- Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.
- Scheduled appointments.
- Coordinated with departments both in Thailand and Australia office to meet standards for follow-up processes.