

# Winston Colijn

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## **Profile**

- Soon-to-be graduate with a Bachelor of International Business Management (IBM) with working experience in customer service and organization.

## **Education**

### Payap University

- Bachelor of International Business Management
- Expected May 2024
- GPA: TBD
- Honors: TBD

## **Experience**

### Assist Thai Visa Services

- Assistant to the Company Director
- Interned: May – July 2023
- Involved in logistical and organizational matters related to document handling, transportation, and storage.

## **Extracurricular Activities**

### Payap University

#### *Treasurer, Student Union, August 2021 – April 2023*

- Engaged with local Rotaract club to organize charitable eye examinations of underdeveloped communities in Chiang Mai.
- Organized community service initiatives to improve environmental responsibility among the student body.

## **Skills & Abilities**

### Software

- Proficient in Microsoft Office.
- Quick to learn and apply new software applications.

### Organization

- Proficient in systematically structuring and categorizing a wide range of documents and materials to enhance accessibility and efficiency.
- Adept at creating well-organized filing systems, classifying information, and implementing effective document management strategies.