

# Chutika Hetrakul

Ambitious and results-oriented Business student with a Law degree. Managed international projects with foreign clients. Extensive experience working with Spanish businesses and facilitating international trade.



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## 📁 Work History

### • Project Management Assistant

**Novalins Medical Translation, Valencia Spain**

2020/07 - Present

- Managed 300 translation projects, communicating with translators, proofreaders and clients from 30 nationalities.
- Responsible for budget allocations for each project. My latest project has the budget of €50000.
- Evaluated and recruited 15 new translators whose profiles correspond best to the company's requirements.

### • Expansion Development Representative

**Jeffapp, Valencia, Spain**

2020/03 - 2020/04

- Managed over 100 Thai leads portfolio generated by Marketing and Acquisition team.
- Initiated and finalized a deal with a Thai client worth €30000.
- Qualified leads profile and develop strategies focused on segmentation and recruitment of the leads.
- Provided consultant and advice to the buyer persona.

### • Assistant Managing Director

**Occirient (Thailand) Co.,Ltd, Bangkok, Thailand**

2016/09 - 2017/09

- Designed and executed marketing strategy for the distribution of products to supermarkets and department stores.
- Negotiated contracts with 3 leading supermarkets in Thailand to carry our products and lower the commission price by 5%, increasing our revenue by 61%.
- Managed Thai and Spanish partner accounts to maintain the relationship and grow our business with them.
- Led process for obtaining import/export and customs approvals from various government agencies.

## • Intern

Office Of Commercial Affairs, Royal Thai Embassy, Madrid, Spain

2016/01 - 2016/03

- Prepared weekly analysis of the Spanish economic and political situation to guide policy decisions.
- Provided political and business risk information packages to promote Thai private investment in Spain.
- Coordinated with various local Spanish companies to organize promotional events for the Embassy and Thai investors.

## • Intern

Department Of Protocol, Ministry Of Foreign Affairs, Bangkok, Thailand

2015/06 - 2015/08

- Assisted in preparations for receiving international delegations.
- Drafted various policy documents for the division head.
- Managed event planning and budgeting between the Department and foreign embassies.

## Education

### • Master of Science: International Business

EAE Business School - Barcelona, Spain

Minor in Project Management

2019/04 - 2020/02

### • Bachelor : Law

Thammasat University - Bangkok, Thailand

2012/05 - 2017/12

### • Certificate: International Summer School

ESADE Business School - Barcelona, Spain

2018/06 - 2018/08

## Software

Microsoft Office – Very Good

Lightroom – Very Good

## Languages

Thai – Native

English (IELTS 7.5) (full professional proficiency)

Spanish (full professional proficiency)