Chutika Hetrakul

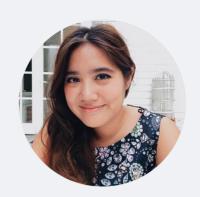
Ambitious and results-oriented Business student with a Law degree. Managed international projects with foreign clients. Extensive experience working with Spanish businesses and facilitating international trade.

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□ Work History

Project Management Assistant

Novalins Medical Translation, Valencia Spain 2020/07 - Present

- Manage translation projects by communicating with all parties involved (translators, proofreaders and clients).
- Ensure the quality of the translation as well as determine the appropriate budget and deadlines of each project
- Recruit and evaluate new translators whose profiles correspond best to the company's requirements, testing selected translators in order to assess their skills
- Assisted sales manager on Hubspot to update database of the clients

Expansion Development Representative

Jeffapp, Valencia, Spain 2020/03 - 2020/04

- Managed Lead portfolio generated by Marketing & Acquisition team
- · Qualified leads profile and develop strategies focused on segmentation and recruitment of the
- Developed synergies between Digital Marketing department and Sales, all focused on international markets

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)