

CURRICULUM VITAE

Chayakarn Sawangvieng

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SUMMARY

I graduated from the Faculty of Liberal Arts, Thammasat University, majoring in Chinese and minoring in English. I have many working experiences relating the languages both in short and long term. Beginning with the first opportunities of being an interpreter, I have worked as a volunteer for Christchurch since I was 15 (Grade 9). My job was started when the youth missionary from Singapore came to arrange activities for kids (4-12), who live in the communities nearby. My tasks were to translate the activities and the points of activities held as the guidelines for the children to further thinking what they have learned.

Secondly, I worked as the translator at Hua-Chiew hospital when I was senior for almost three months. Within this job, I had to take care of foreign patients closely, so I had to be able to translate the disorders the patients got, and also interpret diagnoses to the patients. As a result, I skilled in many medical vocabularies both in Chinese and English.

Again, I worked as the Chinese- English translator at VIV ASIA, international trade show based on the 'Feed to Meat' principle held at Bitec Bangna. I got the experience within the languages and interpersonal communication in selling and giving information on feed flavors that the Accro Science and Technical (Beijing) Co., Ltd. provide: sweetener, acidifier and fragrance enhancer for poultry, cattle and even aquatic animal.

Then came the permanent work at CP Retailink as executive's assistant. One of my main responsibilities involves with the documents proofing, prepare meeting rooms and meeting reports, schedule timetables. Also, my assignment linked to the oversea purchasing department since I graduated within this field, resulted in my task in welcoming foreign suppliers, dealing with them on both existing and new product expansion, the problems and solutions regarding the products, checking and replying email of suppliers that were sent in all occasion. Moreover, there was also a task that I had major responsibility in: doing Marketing Research (Doctoral Degree) in the scope of translation.

Currently, I am working for Parker Bridge Recruitment as a Marketing and Business Executive, dealing with rich content preparation, promoting company in various ways. In addition, finding new customer, creating business terms and keeping record of all activities, together with general administrative tasks are also my daily assignments.

Overall, I consider myself as enthusiastic and adaptive person with good background of translation and communication skills. Also, I am keen on performing many tasks under pressure of deadlines.

EDUCATION

Thammasat University, Rangsit Campus	2009-2012
Bachelor of Arts	
Major subject: Chinese	
Minor subject: English	
GPA: 3.40 (Second-class honours)	
Satriwatrakhang School, Bangkok	2004-2009
High School diploma	
English-Chinese Program	

WORK EXPERIENCE

Parker Bridge Recruitment Co., Ltd.

July 2015 – present

Position: Marketing and Business Executive

Responsibilities:

Marketing

- Build and manage a rich content/editorial that attracts a qualified audience to the company (including blog posts, reports, company's website, etc.).
- Explore new ways to engage and identify new social networks to reach our target candidates.
- Collaborate with designers, product marketers, sales professionals, and external influencers and industry experts to produce relevant content that meets the needs of company.
- Manage promotional activities as to attract more candidates and expand new customer base.

Business

- Explore, generate new prospect clients to sales team.
- Record and update information regarding both new and existing clients and candidates to database assigned.
- Corporate with Sales team with the terms of business (TOB); negotiate contract, draft, edit and launch in appropriate way.

Administrative Duties

- Guide employee actions by researching, developing, writing, and updating administrative policies, procedures, methods, perform general HR functions
- Revise systems and procedures by analyzing operating practices; studying new CRM system; evaluating personnel and technological requirements; implementing changes.

- Build and maintain rapport with employees by arranging continuing contacts; researching and developing new services and methods; setting priorities; resolving problem situations.

CP Retailink Co., Ltd.

June 2013 - June 2015

Position: Executive assistant

Special assigned project: Marketing research project in the case of 7-Eleven Thailand

Responsibilities:

- Act as the point of contact between the executives and internal/external department and clients.
- Produce information by transcribing, formatting, inputting, editing, retrieving and copying.
- Conserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information.
- Maintain executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Represent the executive by attending meetings in the executive's absence; speaking for the executive, manage report of meeting.
- Welcome guests and customers by greeting them, in person, on the telephone, e-mail; answering or directing inquiries.
- Attend business trip which related to Coffee project expansion in China and Singapore.
- Complete projects by assigning work; following up on results.

Christ Church, Bangkok

March 2005 -2011

Position: Part time English -Chinese translator

Hua-Chiew Hospital, Bangkok

April-June, 2012

Position: English-Chinese translator (trainee)

VIV Asia, Bitec Bangna

March 13-15, 2013

Position: English-Chinese translator

Ban Kayanrean, Nanthaburi

November 2012 – December 2014

Position: Part time English teacher

TRAINING COURSE

‘Communication and Coordination Skills’, CP ALL Co., Ltd.

‘Organizational Foundation’, CP ALL Co., Ltd.

ACHEIVEMENTS AND ACTIVITIES

- Host ‘AIT Career Fair 2016’ as the representative of Parker Bridge Recruitment at AIT Institute, Thammasat University, April 2016
- Attend ‘JobsDB’s Corporate Seminar 2016’, February 2016
- Attend a business trip to ‘FHA 2014’, international trade event for the food and hospitality industry in Singapore, April 2014
- Serve as a Public Relations officer in the 67th Traditional Football Match Between Chulalongkorn University and Thammasat University, February, 2011
- English Spelling competitor at Rangsit University, 2008
- High School master of ceremonies, 2006-2009

SPEACIAL SKILLS

Computer Skill: Microsoft Office, Internet, Salesforce (cloud base), Recruit Craft

Competent in writing and speaking both English (TOEIC: 805) and Mandarin (HSK: Level 5)

PERSONAL INFORMATION

Birth date:	26 July 1991 (24Years Old)
Marital Status:	Single
Nationality:	Thai
Religions:	Buddhism
Health:	Excellent
Interest:	Reading, cooking and swimming
Personality:	Initiative, self-motivated, and enthusiastic
Expected Salary:	45,000 Baht/month (negotiable)
Present Salary:	37,000 Baht/month
Availability:	1 Month notice
Reference:	Available upon request

