

# NITIWADEE SEEBUCHANDEE

## Community Manager

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Klongchan, Bangkok 10240

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## PERSONAL DATA

**Birth:** 31 May 1992

**Age:** 24

**Sex:** Female

**Nationality:** Thai

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## EDUCATION

### Master of Art Program in Communication Arts and Innovation

National Institute of Development Administration (2016 – Present)

Graduate School of Communication Arts and Management Innovation  
(Innovative Marketing Communication)

### Bachelor of Business Administration

Silpakorn University, Phetchaburi Campus (2010 – 2014)

Faculty of Management Sciences

(Business Management and English) GPA. 3.09

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## EXPERIENCES

**JB Hired** (<http://www.jbhired.com>)

**Community Manager** (February 2016 – Present)

*Responsible for advocating the brand on social networks.*

- Report directly to CEO
- Social media marketing – creating, managing and growing the company's presence through blogs, Twitter, Facebook, and other strategically relevant online properties
- Responsible for customer support – answering questions however they come in (phone, e-mail, Twitter) and managing any online feedback forums
- Responsible for creating strategic marketing/communications plans to provide direction for the company's public-facing communications
- Understanding of popular social networks – design, functionality, users
- Analyzing users experience
- Analytics – Using Google Analytics and other measurement tools to provide reports on metrics, and continually find ways to improve on those metrics through testing and new initiatives

**Advance Info Service (AIS)** (<https://www.ais.co.th>)

**Junior Marketing Officer (Channel Management)** (June 2015 – February 2016)

- Report to Senior Vice President
- Preparing documents for marketing activity
- Communicating with clients (Wholesales)
- Support Executive Secretary

**EEC Engineering Network** (<http://www.eec.co.th>)

**Secretary** (September 2014 – June 2015)

**Siam Piwat (Siam Paragon)** (<http://www.siampiwat.com>)

**Customer Relations Officer (Part-time)** (March 2014 – July 2014)

**Siam Piwat (Siam Paragon)** (<http://www.siampiwat.com>)

**Trainee (Department of Marketing and Tourist)**

(November 2014 – February 2014)

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## EXTRA ACTIVITIES

**Faahsai School of Language and Airline Business**

**Air hostess and Steward Course** (March 2014 – May 2014)

**Mc Donald's Restaurant (Wisconsin, U.S.A)**

**Crew Member (Work and Travel Program)** (February 2013 – May 2013)

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## SKILLS

- Social media marketing
- Customer Service
- Problem Solving
- Multi-tasking
- Analyzing
- Marketing
- Multi-tasking
- Collaborate

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## LANGUAGES

- Thai (Mother tongue)
  - English (Intermediate) (TOEIC Score: 650)
  - French (Learning)
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