**RESUME**



**Mr. Noratep Chuvanus**

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**Objective :** To combine analytical and strategic skill in order to achieve organization’s objectives.

**Personal Details**

Date of Birth : October 5, 1981

**Education**

May 2006 – November 2008 : Master’s Degree in Science, Major Information Technology and Management,Minor Enterprise Information Management at Bangkok University, GPA 3.69.

June 2000 – March 2004 : Bachelor’s Degree in Business Administration, Major Marketing at Bangkok University International College, GPA 3.55 (First class honor certification).

**Areas of Specialty**

* Digital Marketing and Inbound Marketing
* Website development (HTML5 and CSS3)
* Search Engine Optimization and Search Engine Marketing
* Graphic Design
* Google Adwords
* Google Analytics
* Facebook Marketing
* ISO9001
* System Analysis and Design
* Recruitment

**Work Experiences**

**November 2015 – February 2016, JAC Recruitment Thailand**

**Position : Recruitment Consultant**

* Headhunted, identified and approached suitable candidates to client.
* Used candidate databases to match the right person to the client's vacancy.
* Received and reviewed applications, managed interviews and tests.
* Established relationships with new clients through business development and marketing campaigns.
* Visited current and prospective clients to develop strong relationships.

**2007 – September 2015 Dearborn International Corp., Ltd.**

March 2013 – September 2015, Digital Marketing Officer

* Increased 40% sales revenue using inbound marketing strategy.
* Implemented Inbound Marketing Assessment (Digital Marketing Audit) that measures current digital marketing performance versus key performance indicator and digital marketing goal.
* Developed and managed inbound marketing strategy.
* Utilized a range of techniques including Google Adwords, Search Engine Optimization, Social Media Marketing, Email Marketing, and Call – to – Action.
* Managed online brand and product campaigns to raise brand awareness.
* Improved the usability, design, content and conversion of the company website.
* Measured and report performance of all digital marketing campaigns (ROI and KPIs).
* Identified trends and insights, and optimize spend and performance based on insight.
* Created in – house web based marketing automation system that tracks lead and sales data (Customer Relationships Management).

March 2010 – February 2013, Senior Quality Management Representative

* Ensured Quality Management System processes were established, implemented and maintained.
* Reported to top management on the QMS performance and where improvements were needed.
* Ensured that company third party accreditations were obtained and maintained (ISO 9001, etc.).
* Ensured all company policies, procedures, and work instructions were documented in a clear, simple and concise manner.
* Trained all company personnel in the documented company policies.
* Controlled and maintained the company audit and risk assessment schedule.
* Prepared and submitted monthly management reports relating to company systems, compliance and incidents.

March 2007 – February 2011, System Analyst and Design

* Implemented inhouse web – based application.
* Examined current systems.
* Gathered requirements from users.
* Produced specifications for new or modified systems.
* Liaised with other IT staff such as programmers to produce new systems.
* Implemented new systems.

**July 2004 – February 2007, Piyasiriwanit Corp., Ltd.**

**Position : Marketing Officer**

* Oversaw the company’s marketing campaigns both internally and externally and played a key part in communicating the organizations marketing message.

**August 2002 – May 2004, CE Enterprise Consulting Co., Ltd.**

**Position : IT Support**

* Monitored, controlled, updated website and managed documentation.
* Customized computers and peripheral devices to user specifications.
* Set up and installed software applications in organization throughout state.

**Awards and Certifications**

* 2015 Digital Marketing Certificate Program (DMP), CONC Thammasart
* 2015 DBD Best Practices Logistics Award 2015, Department of Business Development
* 2015 Internal Auditor of ISO 9001 : 2008, Thailand Productivity Institute
* 2014 ISO 9001 and ISO 14001, Thailand Productivity Institute
* 2014 Internal Quality Audit of ISO 9001 : 2008, Thailand Productivity Institute
* 2013 ISO 9001 : 2008 Interpretation Requirements, Thailand Productivity Institute

**Training and Seminar**

* 2016 Google Intensive Analytics, Google Analytics Thailand
* 2016 Illustrator CC2015 for techniques, Net Design Institute
* 2016 Web Design Advanced, Net Design Institute
* 2016 Web Design Advanced with HTML5 & CSS3, Net Design Institute
* 2016 Movie Special Effect (After Effect), Net Design Institute
* 2015 Digital Marketing Certificate Program (DMP), CONC Thammasart
* 2015 Advertising Design and Creative Thinking, Net Design Institute
* 2015 Movie Editing with Adobe Premiere CC, Net Design Institute
* 2015 Illustrator for Infographic, Net Design Institute
* 2015 Internal Auditor of ISO 9001 : 2008, Thailand Productivity Institute
* 2014 ISO 9001 and ISO 14001, Thailand Productivity Institute
* 2014 Internal Quality Audit of ISO 9001 : 2008, Thailand Productivity Institute
* 2013 ISO 9001 : 2008 Interpretation, Thailand Requirements Productivity Institute

**Specialization**

* Computer Software uses including Adobe Photoshop, Adobe Lightroom, Adobe Dreamweaver, Adobe Illustrator, Adobe Premiere, Adobe After Effect, Microsoft Word, Microsoft Excel, Microsoft Powerpoint, iMovie
* Speaking and writing Thai fluently

**Hobbies**

* Reading Thai / English marketing, IT books
* Professional photographer