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| 388 Mahajak Rd. Sampanthawong  Bangkok 10100 | **SUTINEE TANGSIRIVANICH** | Contact: (084) 245-5999  Email Id: [tsutinee@gmail.com](mailto:tsutinee@gmail.com) |

**Recent Graduate: M.A. Economics**

**Profile Synopsis**

**Detail oriented, resourceful, and analytically inclined** ‘Master of Arts with specialization in Economics’, and extensive understanding of economic theory and its practical implications. Practical projects and teamwork experiences during degree studies have revealed exceptional strengths in critical problem solving, analysis, project leadership and troubleshooting. Proficient in Microsoft Office Suit and internet applications.

* Internship experiences include profiles in managing public relations, research, finance, and as revenue analyst.
* Easily adaptable to change, with an eagerness towards learning and expanding capabilities of repute.
* Highly organized with exceptional prioritization and planning skills.
* Strives to continuously improve quality standards when performing statistical analysis of industry and economic data.
* Solid skills to communicate complex/sensitive information in an understandable form to colleagues and clients.

**Education**

**Master of Art – Economics :** University of San Francisco – San Francisco – CA **Dec 2013**

* GPA: 3.58
* Relevant coursework: Graduate Econometrics, Mathematics for Economics, Macroeconomics: Theory and Applications, Microeconomics: Theory and Applications, International Trade, Money Banking and Financial Institution, Private Equity & Venture Capital, Corporate Financial Analysis, Investments, and Internet Data Sources.

**Bachelor of Art – Economics :** University of San Francisco – San Francisco – CA **Dec 2012**

* Concentration: Financial Economics | GPA: 3.53
* Relevant coursework: Financial Econometrics, Money Banking and Financial Institution, Business Finance, Financial Markets, Options and Futures I and II, Monetary Economics, Game Theory and Spreadsheet Computing I.

**Additional Training**

**Data Science :** Grneral Assembly – San Francisco – CA Present - **Jun 2014**

**Professional Work History**

**Teachers Assistant :** University of San Francisco, Dept. of Economics **Aug 2013 – Dec 2013**

**Introduced best teaching practices** to engage all students in the learning process as well as optimize learning levels. Demonstrated consistency and fairness in the preparation and grading of exams, and provide timely feedback to students. Effectively delivered tutorial on **economics topics** encompassing the curriculum and facilitated office hour discussions to enhance student’s interest.

* Devised several innovative learning techniques and strategies to conduct effective instructional methods.
* Played a key role in evaluating student performance levels and identifying areas for academic improvement.

**Research Assistant :** University of San Francisco, Dept. of Economics **May 2012 – Dec 2012**

**Shouldered responsibilities** to study and collect macroeconomics factors data, and assist in the researchers project. Work in close coordination with the researcher in effectively checking data to prevent errors and reviewing research material for publication.

* Prepared excel reports, charts, tables, analysis, and presentations.
* Involved in economic capital analysis, and other financial analysis as instructed.

**Internship Experiences**

**Public Relations Interen :** The Minor Food Group – Bangkok, Thailand **Jun 2013 – Aug 2013**

**Coordinated and implemented** all encompassing event planning and marketing activities. Developed and maintained client relations. Carried out detailed market study on competition and provided feedback to the superiors with analysis reports, to help focus marketing efforts, saving costs and improving return on marketing investments. Regularly updated product knowledge and engaged in forecasting, budgeting and developing business.

* Worked in close coordination with the marketing teams, and led efforts to coordinate new product and promotional launch events.
* Played a pivotal role in drafting new releases, editing new scripts, and performed diverse administrative functions.
* Utilized solid research skills to explore product range in restaurants, and recommended new products to gain public interest & attention.

**Internship Experiences** *Continued …*

**Finance Intern :** Leland Yee For Mayor 2011 Campaign **Aig 2011 – Nove 2011**

**Highly instrumental** in conducting in-depth analysis pertaining to campaign budget and contributions. Focused on accurate financial analysis and prepared various charts and tables. Engaged in conducting background checks, such as lobbying disclosure, past contribution, sex offenses, reputations, and general background, on campaign sponsors using internet research abilities. Strictly adhered to Federal Election Commission law.

* Collaborate with the finance department manager and other team members to evenly distribute team tasks, strategically plan future goals of action, and effectively communicate with team members.
* Actively participated in fieldwork publicizing Leland Yee’s campaign through posters and interacting with potential voters in order to create awareness and support for Leland Yee’s campaign.

**Revenue Analyst Asistant Internship :** Tang Nguan Seng Import (1984) Co., Ltd. **May 2010 – Aug 2010**

**Charged with the responsibilities** to assist accountants and clerks. Scope of responsibilities included the entry of customers’ receipts, recording expenses, and revenue into a database, and provide historical references for future documentation. Assisted the analyst in documentation, arranging papers, record keeping, and filings.

* Played a key role in translating product catalog from Thai to English for clients with the purpose of drafting.
* Contributed immensely towards the preparation of periodic analyses and reports.

**Professional Leadership & Community Services**

* Note taker for Introduction to Comparative Studies and Money Banking and Financial institution from August to December 2011.
* Treasurer and Debater, Thammasat Speaker Union (TSU) from January 2009 to December 2010.

**Achievements & Honors**

* Graduated with honors (cum laude) from University of San Francisco December 2012.
* Acknowledged to be at the University of San Francisco’s Dean’s List in Spring 2011 and 2012.
* Top ten finalists in 5th EU-Thailand National Inter-Varsity Debate Championship in March 2009.

**Core Competencies**

* Fluent in Native Thai and English languages.
* Proficient in Macintosh and PC systems.
* Proficient computer skills in Microsoft Office Programs (Word, PowerPoint, Excel).
* Knowledge of statistical application programs (EViews and Stata).
* Typing speed is 65 WPM.

**References Available Upon Request**