Sita Day



27/6 Moo 6 Hauyyai, Banglamung

Chonburi, Thailand 20260

Tel: 091-1164156

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Objective:

Keen to work for a stimulating role organization where I could apply my energetic and versatile problem-solver with a genuine interest implementing and well maintaining, best practice with excellent communication skills.

Educational Background:

Master ‘s degree in Arts and Humanities, Major English for Education and Translation from King Mongkut’s University of Technology North Bangkok, Thailand

Bachelor’s degree in Arts and Humanities , Major English for communication and Minor in History from Ramkhamheang University, Bangkok, Thailand

Certificate in English for Specific Careers (Law) from Sukhothai Thammathirat Open University, Bangkok, Thailand

Other Achievements:

Attended the seminar for Professional skill essential for translator at King Mongkut ‘s University of Technology North Bangkok

Attended the course of English for Professional skill at Ramkhamheang University, Bangkok, Thailand

Related Experience: Part time TOEIC teacher, 304 Language School, and others, Thailand  *January 2013- present* **Key Skills and Abilities** Teaching the cooperated students a TOEIC test and overall. Teaching and encouraging Students in the classroom with technology of teaching process and demonstrate English Knowledge and involving experiences throughout aspiring teachers will.

HR Officer , Asian University, Pattaya, Chonburi *April 2013- Present*

* Collaborated with office territory and developed processes to enable compliances and recruitment of national and international field employees following professional clientsguidelines and contracts.
* Coordinated Created and oversaw relocation programs for university’s suppliers such as
* Planned and developed budgets
* Designed policies responded to client’s needs.
* Audited and tracked expenses, Travel coordination and resolved the department problems.

. Assistant the International Auditors, VF Cooperation, HK *September 2003-August 2007*

* Contributed to the day to day working of audit activities in inspecting all compliance roles in the factory.
* Checked facts and did research for company practices and roles to surround communities.
* Read and evaluated the performance of the company according to the labor law.
* Translated documents and secretarial to the company meeting.
* Controlled the ISO documents for the factory and the internal auditor.

Secretary and Personal Assistant to the Moroccan Ambassador’s family, Bangkok, TH  *January 2003 - August 2003*

* Maintain and assist all the secretarial works in both office and resident.
* To provide the communication services for the Ambassador’s family.
* Manage the staff of 5 working in the resident of the Ambassador.

Business coordinator and sale executive, The Emporium, Bangkok, TH *December 2002*

* Provided direct customer service by informing them of company product and services.
* Create and execute appropriate strategic plans to bring in more business
* Handled and resolved customers’ complaints.

Qualifications:

* Excellent interpersonal skills, ability to work with others, in both supervisory and support staff roles.
* Enjoy working under pressure, hardworking and diligent
* Capable to work on online system and to take out records and books
* Good command on English to keep strong relationship with team work and clients
* Ability to Translating and Interpreting in excellent level.

Computer and Language Skills:

* MS Outlook, MS Excel, MS Word, HTML, and Internet
* English Language

Writing – Excellent Reading- Excellent Speaking- Excellent Listening- Excellent

* Thai Language

Writing- Excellent Reading-Excellent Speaking-Excellent Listening Excellent

Personal Attributes:

* Professionalism
* Enthusiasm
* Flexibility
* Leadership

References: upon request