 Navat Manaphanthanont

Songprapa Rd. Donmuang, Bangkok Thailand

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**Qualification Summary:**

* Strong practical and theoretical background in English language
* Over 8 years of progressively responsible administrative, financial, marketing, customer service, and negotiation skills in diverse trades in the United State of America
* Outstanding success in building and maintaining relationships with a diverse range of clientele.
* Understanding of the value of criticism and the need to convert the criticism to results.

**Education & Training**

* Bachelor of Science in Business Administration: Dual concentration in Marketing and Finance acquired with honors, Cum Laude University of North Carolina Wilmington, Cameron School of Business 2007-2009
* University of North Carolina Transfer Program Cape Fear Community College 2003-2007

**Experience**

**Nawat Construction Company Bangkok, Thailand Managing Director 05/2012-Present**

* Manage and coordinate daily activities with contractors, vendors, and government agencies.
* Negotiate contracts with vendors and assist manager in preparing financial reports and government proposals.
* Monitor, control, and inspect the quality and progress of both inside and outside contracting projects according to the plan to ensure that each project pass all the requirements before being submit to the client.

**Drucker and Falk Real Estate Durham, NC –United States Leasing Professional - West Village Historic Lofts Community 09/2010-02/2012**

* Developed and implemented effective marketing strategies resulting in an increase of customer database.
* Managed CRM database and created tailor messages addressing the needs of each market segment.
* Assisted community manager in any assigned tasks such as enforcing community policy, coordinate with venders and follow up with every interest parties to ensure good working relationship.
* Determined and addressed prospective resident needs; present apartments and the overall community; emphasize benefits of living at the community (453 apartments with over 100 different floor plans).

**Award, Recognition**

* Chartered Financial Analyst (CFA) candidate – Scholarship 2009
* Institutional Honors - cum laude (UNC-Wilmington) 2009
* Dean’s List (UNC-Wilmington) 2008/2009