**Miss Walailak Petchdee**

Age: 30

Address: 120/43 M.6, Bangphilyai, Bangphil, Samutprakarn 10540

Phone: +6689-769-9318

Email: nanalways.p@gmail.com

**Career Objective:**

Seeking a position in the Network field where excellent analytical and technical skills can be utilized to improve the company’s profitability.

**Education:**

* 2005 - 2009 Bachelor of Science, Major Mathematics

Chulalongkorn University, Bangkok

* 2016 - Present Studying Master degree of Information Technology

King Mongkut’s University of Technology Thonburi, Bangkok

**Skill/ Certifications:**

* Organizational and motivational communication skills
* Interpersonal and customer relation skills
* Proficiency with Microsoft Excel, Word and PowerPoint
* Analytical skill
* Good command of written and spoken English

**Professional Experience:**

*Teacher subject Mathematics October 2011 – Present*

*Self-employed business, Samutprakarn*

**Responsibility**

* Plan lessons on a daily basis and impart instruction in class
* Assist students in carrying out class assignments
* Check and assess assignments and provide feedback
* Ensure that students’ progress is directed towards objectives and expectations
* Manage student behavior and resolve conflicts

*General Staff Editor June 2009 – October 2011*

*Nanmee Books Publications Co., Ltd., Bangkok*

**Responsibility**

* Create and edit text files for correction and many other modifications performed with an intention of producing a correct, consistent, accurate and complete work.
* Work edit are technical books about mathematics.
* Coordinated with various departments such as proofreading, art, production, printing and outsource
* organize and manage contributions to a multi-author book
* Finding marketable ideas and presenting them to appropriate authors are the responsibilities of a sponsoring editor

**Training Certificate:**

*Cisco Certified Network Associates**(CCNA)**23 – 27 May 2016*

*King Mongkut’s University of Technology Thonburi, Bangkok*

**References:** References will be sent on request