

Mase Charuamonchit

Project Manager/Coordinator/Specialist

96/51 Wang Jaru Village ,Bang Bua Thong,
Nonthaburi, Thailand 11110
(+66)0830739116
mase@live.com

Hard Skills

Thai, English
Data Research
Spreadsheet Building
Video Post-production
Audio Production

Soft Skills

Organization
Documentation
Creativity
Presentation
Adaptability

Education

- Bachelor of Music, Music Technology, College of Music, Mahidol University, 2009 - 2012
- Diploma of Music, Classical Guitar, College of Music, Mahidol University, 2006 - 2008
- Rayongwittayakom, 2003 - 2005

Experience

Project Manager [Contract]

THE LEADERS SE, August 2023 - Present

- Manage project budgets efficiently and effectively to ensure financial objectives are met.
- Develop project plans, define project scope, goals, and deliverables, and create project timelines and schedules.
- Manage project teams, assign tasks and responsibilities, and ensure effective communication and collaboration among team members.
- Engage and communicate with project stakeholders, including clients, team members, and senior management, to provide project updates, manage expectations, and address concerns.
- Maintain project documentation, including project plans, reports, meeting minutes, and other relevant records.
- Monitor project progress, track milestones, and prepare regular status reports to keep stakeholders informed about project status, achievements, and potential risks.
- Ensure project deliverables meet quality standards and conduct regular reviews and assessments to identify and resolve any issues or deviations.
- Build and maintain relationships with clients, understand their needs, and serve as the primary point of contact for any inquiries, requests, or issues.
- Conduct market research and competitor analysis to identify trends, opportunities, and potential challenges that may impact client accounts.
- Collaborate with internal teams, such as creative, media, or production teams, to ensure that client deliverables are effectively executed and meet the client's objectives.

Project Manager/Account Executive [Contract]

Shooting Stellar, July 2023 - August 2023

- Manage project teams, assign tasks and responsibilities, and ensure effective communication and collaboration among team members.
- Engage and communicate with project stakeholders, including clients, team members, and senior management, to provide project updates, manage expectations, and address concerns.
- Maintain project documentation, including project plans, reports, meeting minutes, and other relevant records.
- Develop project plans, define project scope, goals, and deliverables, and create project timelines and schedules.
- Monitor project progress, track milestones, and prepare regular status reports to keep stakeholders informed about project status, achievements, and potential risks.
- Ensure project deliverables meet quality standards and conduct regular reviews and assessments to identify and resolve any issues or deviations.
- Build and maintain relationships with clients, understand their needs, and serve as the primary point of contact for any inquiries, requests, or issues.
- Conduct market research and competitor analysis to identify trends, opportunities, and potential challenges that may impact client accounts.
- Collaborate with internal teams, such as creative, media, or production teams, to ensure that client deliverables are effectively executed and meet the client's objectives.

Freelance Translator [Contract]

Greycat Translition, Malaysia, February 2023 - June 2023

- Translated English web novels into Thai while maintaining the original meaning, style, and tone.
- Collaborated closely with authors, editors, and proofreaders to ensure the final translated version met the desired quality standards.
- Maintained confidentiality and professionalism when handling sensitive or confidential information.

Specialist [Full-time]

Gracenote, A Nielsen Company, Bangkok, Thailand, April 2019 - January 2023

- Conducted research to enhance the depth of written content to meet client specifications, including identifying relevant topics, analyzing sources, and fact-checking all information.
- Acquired data/media from B2B partners, researched market and related industries, ingested data into B2B platforms, and improved/enriched/corrected metadata in the library.
- Analyzed the database for further improvement.

Independent Contractor, Music Director/Event Coordinator/Live Sound Engineer

February 2013 - April 2019

- Supported artists in writing lyrics, recording hit, mixing live show, managing production, directing acts, and touring the world

Highlights

- MAHO RASOP Festival, 17 November 2018: Production Manager, Serng-Swing Stage
- PREP live in Bangkok, 2 May 2017: Live Sound Engineer
- CHVRCHES live in Bangkok, 3 September 2016: Production Coordinator
- Inspirative Live in China, 8-17 January 2016: Live Sound Engineer

Significant Project:**1. Corona at Tichuca**

Employer Name: Shooting Stellar

Client Name: Corona

Scope of Work:

- Selected Key Opinion Leaders (KOLs) to promote Corona beer at the Tichuca event.
- Managed budget allocation, contract agreements, and hiring conditions in accordance with specified requirements.
- Established Key Performance Indicators (KPIs).
- Developed creative ideas for each KOL to implement.
- Coordinated with clients, KOLs, and contractors.
- Ensured convenience and quality control of content produced by KOLs during the event.
- Monitored, addressed issues, and evaluated the performance of KOLs to meet the predetermined KPIs.

Challenges:

- Limited budget constraints.
- Legal restrictions on product promotion that differed from other products.
- Venue challenges due to the event being held in a high-rise building, impacting content production.
- KOLs' hesitation in creating content due to potential legal implications related to the product.

Major Accomplishments:

- Successfully managed the project with a budget utilization of only 2 out of 3 as initially planned.
- Exceeded the designated KPIs in terms of performance indicators.
- Received positive feedback from the employer, KOLs, and the client.

2. Inspirative Live in China

Employer Name: Inspirative

Scope of Work:

- Coordinated between the band and venues to schedule dates, establish event requirements and restrictions.
- Handled pre-production for each show, including creating playlists, addressing special requirements, and managing equipment.
- Created checklists for all equipment and band gear for various transportation methods.

Challenges:

- Language: Dealt with language barriers as most venues did not speak English or standard Chinese.
- Temperature: Adjusted to extreme weather conditions in different regions of China, where the band's equipment sometimes didn't function as expected.
- Cultural Differences: Adapted to audience expectations, as the band was not familiar with the local culture.
- Tight Schedule: Managed a packed schedule with limited time for equipment checks, sound checks, lighting checks, run-throughs, performances, and travel between venues and hotels, leaving no room for errors.
- Equipment: Overcame challenges with non-standard or broken equipment provided by some venues, such as having only 8 channels available for mixing when the band required 32 channels.

Major Accomplishments:

- Successfully completed every show on time, without any complaints from promoters, audience members, or venues, even in the presence of incomplete or malfunctioning equipment.
- Received positive feedback from venues, with each show receiving multiple encores.

3. MAHO RASOP Festival, Serng-Swing Stage

Employer Name: Playyard by Studiobar

Client Name: Fungjai

Scope of work:

- Create a stage format never seen before in music festivals to showcase continuous music from beginning to end of the festival.
- Coordinate and collaborate with suppliers, artists, managers, and event organizers, as well as work together with other stages to ensure smooth setup and soundchecks.
- Record performances in high-quality files to deliver to clients for event summaries and future promotional purposes.
- Ensure a smooth and seamless performance.

Challenges:

- Issues arising from other stage organizers who couldn't adhere to the scheduled time, causing problems during setup and soundchecks.
- Issues with artists or artist teams who couldn't manage their time according to the agreed schedule.
- Additional requirements added from the original agreement with artists/event organizers.

Major Accomplishment:

- Being the only stage that was able to carry out performances on time and received excellent feedback from attendees and event organizers.
- Artists who performed on the stage were invited to perform at larger-scale events.
- All documentation was complete and delivered on time as scheduled.