**Satida Aroonpattanachai**

Address: 74/254 Soi.Ramintra74, Ramintra Rd., Kannayao, Kannayao, Bangkok 10230

Mobile: 080-592-2220 E-mail: j.satida@hotmail.com

Birthdate: 7 October 1994 Age: 29

**-------------------------------------------------------------ABOUT ME-----------------------------------------------------------------**

**----------------------------------------------------------EXPERIENCES-----------------------------------------------------------------**

**Support Staff - Tokyo Metropolitan Industrial Technology Research Institute (March 2021－ Present)**

* Coordinate with internal staff, external companies, and Government offices
* Interpret meetings and Translate documents from both Japanese and Thai
* Arrange and reserve a hotel room for an offsite seminar
* Reserve a car in order to visit the clients.
* Responsible for preparing Visa & Work Permit renewal documents
* Assist in additional requested tasks from Japanese staff

**Sales Assistant - IBS Machinex (Thailand) Co., Ltd. (January – September 2018)**

* Support Japanese salesman’s activities such as making quotation documents, following up, and contact the suppliers or clients
* Interpret and Translate documents from Japanese – Thai
* Visit clients to enhance customer relationships with Japanese salesman
* Handle VISA and Work Permit (Prepare documents for accounting company)
* Arrange appointments and meetings
* Coordinate with Sales team and supplier
* Other related tasks, as necessary

**Food Attendant (Work & Travel Program) - Xanterra Park and Resorts Mount Rushmore, South Dakota, USA (May - September 2017)**

* Take orders and make ice cream, coffee, tea, and other drinks to customer specifications
* Operate cash registers and credit card machines

**Japanese Interpreter Internship Student - Honda Engineering Asian Co., Ltd. (January – March 2017)**

* Join meetings with the Japanese interpreter senior
* Translate internal documents in Japanese – Thai
* Interpret Japanese – Thai
* Follow Japanese Interpreters’ seniors to learn about Japanese Interpreter activities

**--------------------------------------------------------------EDUCATION---------------------------------------------------------------**

May – July 2020 Tokai University, Kanagawa, Japan, School of Political Science and Economics, Department of Business Administration, Research Student (Online Class)

April 2019 - March 2020 Tokai University, Kanagawa, Japan, Japanese Language Course

2017 – 2013 King Mongkut’s Institute of Technology Ladkrabang, Faculty of Liberal Arts, Major in Japanese

2013 – 2006 The Demonstration School of Ramkhamhaeng University

**-------------------------------------------------------------SKILLS----------------------------------------------------------------------**

**Hard Skills**

* Language: Thai – Native, Japanese – JLPT N2, English – Conversation level (TOEIC score 695)
* Computer: Microsoft Office Word, Excel, and PowerPoint

**Soft Skills:**

* Teamwork, Flexibility and adjustability, Time management