



EXPERIENCES

EXPORT SALES COORDINATOR (FULL TIME) GYPMAN TECH CO., LTD

Nov 2022 - Feb 2023 (4 months)

- Dealt with international clients by mail, calling, online platforms and in person
- Resolved the problems caused while arranging the shipments
- Issued and followed shipping documents such as Quotation, CI/PL, B/L, Form D, etc.
- Liaised with agents, liners, production team and various organizations as needed

ENGLISH TEACHER (FULL TIME) APILS School

May 2022 - Oct 2022 (6 months)

- Taught and evaluated students' skills in both on-site and online classes for above 200 students between level Kindergarten 2 - Grade 10
- Responsible for all required documents such as progress reports
- Planned weekly lessons, prepared instructional materials and designed activities to achieve each level's objective
- Cooperated with parents and teachers from other branches

ADMINISTRATOR (INTERNSHIP) 360 Degree Search Recruitment Co., Ltd.

Dec 2021 - Mar 2022 (4 months)

- Prepared candidate profile reports before sending to client companies
- Transferred data into company's system
- Coordinated with banks, post office, the Revenue Department and so on
- Designed company's presentation and quotes, also, briefed interesting English articles to post

ASSISTANT COORDINATOR (PART-TIME) Chula Unisearch with

1. The Thai Public Broadcasting Service (TPBS)
- Apr 2022 (1 month)

- Gathered evaluation forms from ThaiPBS channel's viewers via online platforms

2. Thailand Professional Qualification Institute
(Public Organization) - Jun 2021 (1 month)

- Coordinated people from both of different careers and ages who passed the assessment by calling and sending e-mail

PROFILE

Name : Ranchana Prommanon

Sex/Nationality : Female/TH

Date of Birth : Mar 2, 2000 (23 Y)

Mobile : 093-131-7520

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EDUCATION

SUAN SUNANDHA RAJABHAT UNIVERSITY

2018 - 2022

- BA in English, Second Class Honors (3.74)

NAKHONSAWAN SCHOOL

2015 - 2018

- Mathematics-Science Program (3.14)

SKILLS

- Coding : HTML, CSS, JS, SQL, PHP
Bootstrap, Tailwind, Vue.js, Node.js
- English : Business level (IELTS 6.0)
- Japanese : Intermediate

COURSES

FutureSkill with certificates

- สร้างเว็บไซต์จากเริ่มต้นจนถึงมือโปร ด้วย HTML5/CSS3/JavaScript
- จัดการฐานข้อมูลอย่างมีประสิทธิภาพ พร้อมวิเคราะห์ข้อมูลที่มีในไม่ที่อัดใจด้วย SQL Command
- ก้าวสู่เส้นทาง Back-end Developer ด้วย Node.js

IT GENIUS ENGINEERING

- Basic Vue.js 3 (สำหรับผู้เริ่มต้น), Tailwind

BorntoDev

- Basic JavaScript

KongRuksiam

- Basic HTML5, CSS3, JS ES6, Bootstrap

Other English Materials

- from SuperSimpleDev, freeCodeCamp