CO-OPERATIVE EDUCATION REPORT

PMP Management Co., LTD.



Miss Natsuda Yoo-ong 5731301027

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

SCHOOL OF INFORMATION TECHNOLOGY
MAE FAH LUANG UNIVERSITY

1301495 CO-OPERATIVE EDUCATION
THIRD SEMESTER, ACADEMIC YEAR 2017

©COPYRIGHT BY MAE FAH LUANG UNIVERSITY

CO-OPERATIVE EDUCATION REPORT

PMP Management CO., LTD.

Miss Natsuda Yoo-ong 5731301027

BACHELOR OF SCIENCE
IN
INFORMATION TECHNOLOGY

SCHOOL OF INFORMATION TECHNOLOGY
MAE FAH LUANG UNIVERSITY

1301495 CO-OPERATIVE EDUCATION
THIRD SEMESTER, ACADEMIC YEAR 2017

©COPYRIGHT BY MAE FAH LUANG UNIVERSITY

CO-OPERATIVE EDUCATION REPORT PMP Management CO., LTD.

Miss Natsuda Yoo-ong 5731301027

THIS REPORT SUBMITTED TO MAE FAH LUANG UNIVERSITY IN PARTIAL FULFULLMENT OF THE REQUIREMENTS FOR THE DEGREE OF BACHELOR OF SCIENCE PROGRAM INFORMATION TECNOLOGY SEMESTER 3, 2017

EXAMINING COMMITTEE

Mth
(Dr.Waralak Chongdarakul)
ADVISOR
(Acting Sub-Lt. Dr. Charoenchai Wongwatkit)
few ADVISOR
(Ajarn Teeraya khamwang)
INTERNSHIP MEMBER
Vatsuda Voo-gng (MEMBER)
(Miss Natsuda Yoo-ong)

02 October 2018

Subject: Internship Experience Report

(Ajarn Teeraya khamwang)

To: Internship Advisor, Information Technology major

I am pleased to inform you that I have successfully completed the entire requirement of the Cooperative Education (Course code 1301495). The report was prepared and issued by Miss Natsuda Yoo-ong the 4th year student in Information Technology major, School of Information Technology at Mae Fah Luang University. This report provides a thorough review of my internship experiences.

My internship experience was from PMP Management Co., LTD. give me the opportunity to work with the organization. I use my knowledge from previous classes and apply in real situation to useful for work, I have learned more about working together, I have learned new skills that it can develop myself, and I also know more about how to adapt of working real life.

During 4 months experiences. I learned the working process of the organization. I receive more knowledge from work of organization such as manage marketing and service in the organization, contact with customers, and work together. I have practiced in various functions on the responsibilities as defined in internship agreement. This experience is good for my career in the future.

Approved by

Approved by

Wath

(Dr.Waralak Chongdarakul)

(Acting Sub-Lt. Dr. Charoenchai Wongwatkit)

Your Sincerely

Natsuda Yoo-ong

(Miss Natsuda Yoo-ong)

ACKNOWLEDGEMENTS

This report is in a partial fulfillment of the requirement for the course 1301495Co-operative Education follow the Science Bachelor Program of Mae Fah Luang University in semester 3, academic year 2017 to provide my experience of completing the internship program at PMP Management Co., LTD. During 4 June 2018 to 21 September 2018 as IT and Marketing support.

I get many experiences and knowledge from PMP Management Co., LTD about contact with customers, used new program, and bring my knowledge apply with work situations. The most important that I got from this organization is responsibility for work on the internship.

So, I would like to thank you employees in PMP Management Co., LTD to training, supporting and give more experience to me. Every experience that I got from company I will use to improve my knowledge and skills.

Miss Natsuda Yoo-ong
Mae Fah Luang University
School of Information Technology
Major Information Technology

Title PMP Management Co., LTD.

Author Miss Natsuda Yoo-ong

Degree Bachelor of Science

(Information Technology)

Supervisory Committee Dr. Waralak Chongdarakul Advisor

Acting Sub-Lt. Dr. Charoenchai Wongwatkit Advisor

Ajarn Teeraya khamwang Advisor

Organization Advisor Miss Thantchaya Thaveekitpattanachai Manager director

Miss Mintra Luekiattanakul IT and Production

ABSTRACT

According to the student's education plan of Mae Fah Luang University, determined to every student in year 4 school of Information Technology must be passed in Co-Operative subject before ending education. Co-operative is the subject that gives student a chance to work with the organization in real situation as one of their employees. My internship period was in 3 semester of year 2017, since 4 June 2018 to 21 September 2018.

In period as above, I get the experience and new knowledge from PMP Management Co., LTD and employees. Student will be able to apply their knowledge and skills from the intern in the future such as contact with customers, marketing online, design ads and video for promote activities, and solutions about network. These are developing the skills of the students well to get to work after graduation. So, it makes everything in my internship period smooth and going well.

Therefore, this internship in Co-operative subject is very useful for me to prepare myself for working and solving problems in real working in the future.

TABLE OF CONTENTS

		Page
ACKNOWLEDGEMENTS	i	iv
ABSTRACT (English)	•	V
TABLE OF CONTENTS	•	vii
LIST OF TABLES	•	viii
ACKNOWLEDGEMENTS ABSTRACT (English) TABLE OF CONTENTS VII LIST OF TABLES VIII LIST OF FIGURES X CHAPTER 1: OBJECTIVES OF CO-OPERATIVE EDUCATION 1.1 Objective of the Internship Experience Course 1.2 Usefulness of the Internship Experience 1	X	
CHAPTER 1: OBJECTIVES OF CO-OPERAT	ΓIVE EDUCATION	
1.1 Objective of the Internship Experience C	Course	1
1.2 Usefulness of the Internship Experience	,	1
CHAPTER 2: LITERATURE REVIEW		
2.1 Software	2	4
CHAPTER 3: ORGANIZATION BACKGROU	J ND	
3.1 Organization background		5
3.2 Type of organization	4	5
3.3 Organization Location	4	5
3.4 Organization Structure	•	6
3.5 Work position and duties	•	6
3.6 Job responsibilities	•	6
3.7 Job supervisor		7
3.8 Duration and work plan	•	7

TABLE OF CONTENTS (cont.)

	Page
CHAPTER 4: JOB DESCRIPTION AND JOB RESPONSIBILITIES	
4.1 Job Descriptions	10
4.2 Job responsibilities and accomplishment in table	14
4.3 Outcome and Experience	16
CHAPTER 5: CONCLUSION AND SUGGESTION	
5.1 Internship experience conclusion	17
5.2 Problem with training assignment	17
5.3 Suggestion in internship	18
REFERENCES	20
APPENDIX	24

LIST OF TABLES

Table	Page
Table 3.1: Work plan	7
Table 4.1: Job responsibilities in June.	12
Table 4.2: Job responsibilities in July.	12
Table 4.3: Job responsibilities in August.	13
Table 4.4: Job responsibilities in September.	14

LIST OF FIGURES

Figure	Page
Figure 2.1: Vegas pro 15.0 logo	2
Figure 2.2: Adobe Premiere Pro CC 2018 logo	2
Figure 2.3: Adobe Photoshop CS6 logo	3
Figure 2.4: Adobe Illustrator CS6 logo	3
Figure 2.5: Nero Wave Editor logo	3
Figure 2.6: Microsoft Excel 2016 logo	4
Figure 2.7: Gmail logo	4
Figure 3.1: Organization Structure of PMP Management Co., Ltd.	6
Figure 4.1: Ad for the launch video.	8
Figure 4.2: Make motion picture	9
Figure 4.3: Trim each video.	9
Figure 4.4: Cut sound.	10
Figure 4.5: Create video presentation.	10
Figure 4.6: Email for send to customers.	15
Figure 4.7: Database of customers data.	15
Figure 4.8: Draw archway.	16
Figure 4.9: Edit video presentation.	16
Figure A1: Outside the organization.	22
Figure A2: Inside the organization.	22
Figure A3: Photo with the organization label.	23

LIST OF FIGURES (cont.)

Figure	Page
Figure A4: Work environment.	23
Figure A5: Assignment of me.	24
Figure A6: Supervision Internship.	24
Figure A7: Lunch for the end internship.	24

CHAPTER 1

OBJECTIVES OF CO-OPERATIVE EDUCATION

1.3 Objective of the Internship Experience Course

- 1.1.1. To get students to bring knowledge that learned in a university to apply to the real work.
- 1.1.2. To prepare readiness for students before working life.
- 1.1.3. To develop the skills of students to be ready for work.
- 1.1.4. To get students can adjust to working life.
- 1.1.5. To get students to adjust to employees of the company and can work together with everyone.
- 1.1.6. To get the students are more responsible and have tolerance to pressure.
- 1.1.7. To be a guide to next generation who are looking for an internship company.

1.4 Usefulness of the Internship Experience

- 1.2.1. Students can apply their knowledge to adapt the work properly.
- 1.2.2. Students gain new skills from their work.
- 1.2.3. Students learn to solve problems from the mistakes of the job.
- 1.2.4. Students have the skills to communicate with customers.
- 1.2.5. Students try new software that is different from classroom in university.
- 1.2.6. Students will develop their potential be probable benefit in the future.
- 1.2.7. Students learn and work with experienced professionals.
- 1.2.8. Students understand real work with real events.
- 1.2.9. Students are more responsible and more organized.

CHAPTER 2

LITERATURE REVIEW

2.1 Software

2.1.1 Vegas pro 15.0 is a video editing software package for non-linear editing (NLE) originally published by Sonic Foundry, then by Sony Creative Software, and now by Magix. The software runs on the Windows operating system.

Originally developed as audio editing software, it eventually developed into an NLE for video and audio from version 2.0. Vegas features real-time multitrack video and audio editing on unlimited tracks, resolution-independent video sequencing, complex effects and compositing tools, 24-bit/192 kHz audio support, VST and DirectX plug-in effect support, and Dolby Digital surround sound mixing.



Figure 2.1: Vegas pro 15.0 logo

2.1.2 Adobe Premiere Pro CC 2018 is a video editing program that is part of the Adobe Creative Cloud software collection, as well as Adobe CS6 – or Adobe Creative Suite. Premiere Pro is used to edit videos, including movies, and is quickly becoming the go-to program for filmmakers all over the world, both amateur and pro.



Figure 2.2: Adobe Premiere Pro CC 2018 logo

2.1.3 Adobe Photoshop CS6 is an image editor. What this means is that any digital image, be it a photo you shot or an image you pulled from online. There is an enormous number of features and things you can do with CS6, much more than could be included in one Libguide, so further references and lists of books on CS6 have been added for you to explore.



Figure 2.3: Adobe Photoshop CS6 logo

2.1.4 Adobe Illustrator CS6 is the industry standard tool for vector drawing and illustration, used by a wide variety of creative professionals including editorial illustrators, identity designers, textile and pattern designers, UI designers, motion artists and many others. It's always been an incredibly versatile tool, thanks to a broad feature set, and of course the fact that vector graphics are infinitely scalable and, in most cases, relatively lightweight.



Figure 2.4: Adobe Illustrator CS6 logo

2.1.5 Nero Wave Editor is a program for editing and recording audio files. The various filtering and sound optimization methods allow you to create individual audio files quickly and easily. It also offers numerous improvement functions for recording from tape or vinyl records.



Figure 2.5: Nero Wave Editor logo

2.1.6 Microsoft Excel 2016 is a software program from Microsoft that is part of the Microsoft Office suite of software programs. Developed by Microsoft. Excel is capable of creating and editing spreadsheets that are saved with a .xls or .xlsx file extension. General uses of Excel include cell-based calculation, pivot tables, and various graphing tools. For instance, with an Excel spreadsheet, you could create a monthly budget, track business expenses, or sort and organize large amounts of data.



Figure 2.6: Microsoft Excel 2016 logo

2.1.7 Gmail is a free Web-based e-mail service currently being tested at Google that provides users with a gigabyte of storage for messages and provides the ability to search for specific messages. The Gmail program also automatically organizes successively related messages into a conversational thread. Another defining trait of the Gmail service is that it allows users to be inactive for up to nine months. Many similar services require a login at least once every 30 days to keep an account active. Finally, Gmail has one of the best, if not the best, spam detection capabilities available, which means almost all spam is filtered into the trash, so you don't have to read it.



Figure 2.7: Gmail logo

CHAPTER 3

ORGANIZATION BACKGROUND

3.1 Organization background

PMP Management Co., Ltd. is the organizer of MHE & PACK MAC products. And packaging

machinery Officially With the support of the government. And institutions. In this event.

The company was founded from 20 in March to 2553. Initially, the company to undertake

industry promotion activities for customers who are interested in offline marketing such as roadshows,

seminars and publications. To target the target industry directly. Since then, the company It has

accumulated experience and established an industrial customer base, so it expanded to showcase its

current products. This is a trade show related to logistics industry. Warehouse and packaging "MHE &

PACK MAC PMP Management Co., Ltd. is an organizer of Material Handling Logistics Warehouse

and Packing Machinery exhibition (MHE & PACK MAC Exhibition) with the support by the

institution and Industry Association"

3.2 Type of organization

PMP Management Co., Ltd. is the organization incorporated in Thailand. The company provide

marketing activities for customers entirety through a variety of marketing channels include exhibition,

seminars, marketing online, and catalog of industrial products for industrial business and SME business

of customers.

3.3 Organization Location

Name: PMP Management Co., Ltd.

Address: 666 / 87 Ladprao Road, Chatuchak, Bangkok, Thailand 10230

Call / Fax.: (Auto) 0-2197-8364, 08-6399-8080

Email: mheexhibition@gmail.com

3.4 Organization Structure

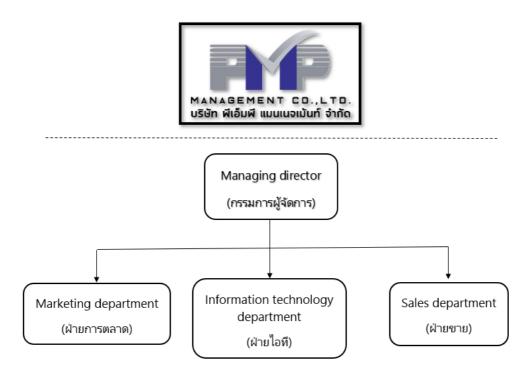


Figure 3.1: Organization Structure of PMP Management Co., Ltd.

3.5 Work position and duties

Work in organization as IT and Marketing support.

3.6 Job responsibilities

- 3.6.1 Send e-mail marketing.
- 3.6.2 Contact customers support marketing.
- 3.6.3 Editing video presentation.
- 3.6.4 Design and draw archway.
- 3.6.5 Solve network problems within the company.
- 3.6.6 Collect and update database of customer data.

3.7 Job supervisor

Miss. Thantchaya Thaveekitpattanachai

Position: Manager director

Department: Manager

Tel. 086-399-8080

Miss. Miss Mintra Luekiattanakul

Position: IT and Production

Department: Graphic Design

Tel. 063-197-4808

3.8 Duration and work plan

Internship program at PMP Management Co., Ltd. start from June 04, 2018 to September 21, 2018 (Monday – Friday from 8.30 A.M. – 17.30 P.M.).

No.	Tasks	Week							Week										
110.	Lasks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
1.	Collect, update, insert, and create databases of customers data of organization.																		
2.	Call connect customers to promote organization.																		
3.	Design poster advertise of organization.																		
4.	Design VDO present interview with customers of organization.																		
5.	Make marketing online to promote works of organization.																		

Table 3.1: Work plan

CHAPTER 4

JOB DESCRIPTION AND JOB RESPONSIBILITIES

4.1 Job Descriptions

Duration of the internship match with project roadshow in Rayong. The main duty is call contact with the company to invite attend the seminar by calling each customer to request an email then send email detail of roadshow in Rayong. When all databases that calls are complete, we have to call again to ask if the customer has received the details. One more task that needs to be done every morning is send email "MHE and PACK MAC Exhibition" for support marketing of the organization, draw and design archway, and I was responsible for editing all video of the organization. Moreover, my duty is taken care and solve network problems of the organization.

4.1.1 Video present "MHE & PACK MAC Exhibition"



Figure 4.1: Ad for the launch video.

1) Design an ad for the launch video by create in photoshop and save file is psd. for make motion picture.

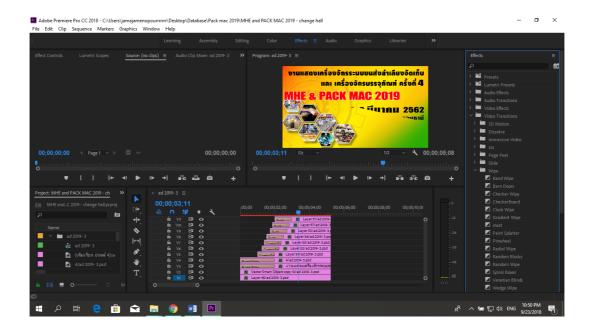


Figure 4.2: Make motion picture.

2) import an ad that design in Adobe Premiere Pro for make motion picture by add effects in each layer then save file is avi. or mp4 for import in Vegas Pro.

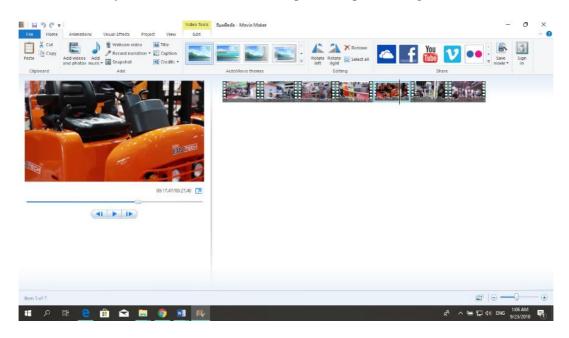


Figure 4.3: Trim each video.

3) Trim each video by Movie maker for create video presentation "MHE & PACK MAC Exhibition".



Figure 4.4: Cut sound.

4) Download sound for include video and cut sound to fit video launch by used Nero wave editor.

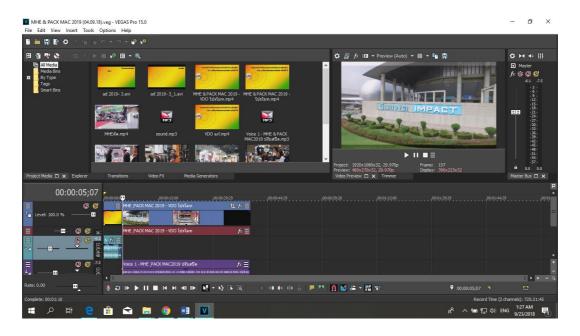


Figure 4.5: Create video presentation.

5) import all video and sound in Vegas Pro for create video presentation "MHE & PACK MAC Exhibition" then render as file is mp4. internet HD 1080p 25 fps for video HD.

4.2 Job responsibilities and accomplishment in table

1) Month: June

DD / MM / YY To DD / MM / YY	Assigned Tasks	Results
04/06/18	- Create a database of Laem Chabang Industrial Estate.	100% Complete all
05/06/18	- Create a database of Pinthong Industrial Estate	100% Complete all
06/06/18	- Create a database of Map Ta Phut Industrial Estate	100% Complete all
07/06/18	- Create a database of Amata City Industrial Estate	100% Complete all
08/06/18	 Create a database of Rojana Industrial Park. Create a database of Asia Industrial Estate Create a database of Padaeng Industrial Estate Create a database of RIL Industrial Estate 	100% Complete all
11/06/18	 Find more data for a database of Map Ta Phut Industrial Estate Find more data for a database of Pinthong Industrial Estate 	100% Complete all
12/06/18	- Create a database of Siam Eastern Industrial Park	100% Complete all
13/06/18	- Create a database of Sahaphat Group Industrial Estate	100% Complete all
14/06/18	 Create a database of Hemaraj Chonburi Industrial Estate Create a database of Rojana Boeng Industrial Park. Create a database of Laem Chabang Chonburi Industrial Estate. 	100% Complete all
15/06/18	- Create a database of Hemaraj Rayong Industrial Estate	100% Complete all

18/06/18 — 22/06/18	Contact customers support marketingEditing video presentation	100% Complete all
25/06/18 – 29/06/18	Contact customers support marketingSend e-mail marketing	100% Complete all

Table 4.1: Job responsibilities in June.

2) Month: July

DD / MM / YY To DD / MM / YY	Assigned Tasks	Results			
02/07/18 - 06/07/18	Contact customers support marketingSend e-mail marketing	100% Complete all			
09/07/18	- Send e-mail marketing - Editing video presentation "MHE & PACK MAC Exhibition"				
10/07/18	 Send e-mail marketing Editing video presentation "MHE & PACK MAC Exhibition" Contact customers support marketing 	100% Complete all			
11/07/18 -18/07/18	Send e-mail marketingContact customers support marketing	100% Complete all			
19/07/18	- Contact customers support marketing	100% Complete all			
20/07/18 -25/07/18	Send e-mail marketingContact customers support marketing	100% Complete all			
31/07/18	Send e-mail marketingContact customers support marketing	100% Complete all			

Table 4.2: Job responsibilities in July.

3) Month: August

DD / MM / YY To DD / MM / YY	Assigned Tasks	Results
01/08/18 -02/08/18	Send e-mail marketingContact customers support marketing	100% Complete all
03/08/18	 Send e-mail marketing Editing video presentation "MHE & PACK MAC Exhibition" 	100% Complete all
06/08/18 - 10/08/18	Send e-mail marketingContact customers support marketing	100% Complete all
14/08/18 — 17/08/18	Send e-mail marketingContact customers support marketing	100% Complete all
21/08/18 - 23/08/18	 Send e-mail marketing Contact customers support marketing 	100% Complete all
27/08/18	Send e-mail marketingContact customers support marketing	100% Complete all
28/08/18 - 31/08/18	 Send e-mail marketing Contact customers support marketing Design and draw archway "MHE & PACK MAC Exhibition" 	100% Complete all

Table 4.3: Job responsibilities in August.

4) Month: September

DD / MM / YY To DD / MM / YY	Assigned Tasks	Results
03/09/18	Send e-mail marketingContact customers support marketing	100% Complete all
04/09/18	 Send e-mail marketing Editing video presentation "MHE & PACK MAC Exhibition" 	100% Complete all
05/09/18	- Contact customers support marketing	100% Complete all
06/09/18 - 07/09/18	Send e-mail marketingContact customers support marketing	100% Complete all
10/09/18 - 14/09/18	 Send e-mail marketing Contact customers support marketing 	100% Complete all
17/09/18 — 21/09/18	Send e-mail marketingContact customers support marketing	100% Complete all

Table 4.4: Job responsibilities in September.

4.3 Outcome and Experience

During the 4-month internship, I have many experiences such as talking skills to convince customers interest about our work, choose a tone that makes the customer happy, learn to use new programs to apply to the job, learn to adapt to everybody so they can work together, and I receive takes care from the company's staff very well.

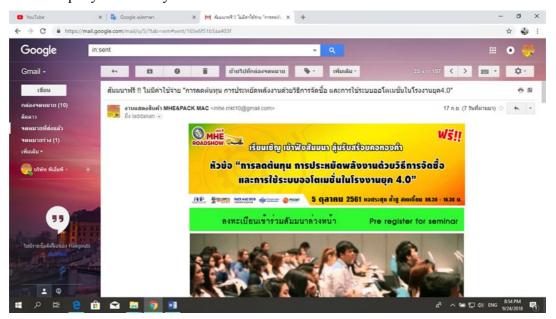


Figure 4.6: Email for send to customers.

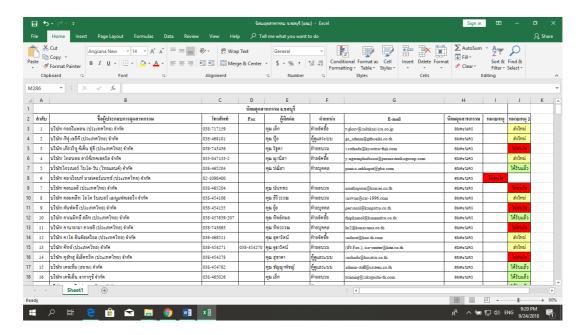


Figure 4.7: Database of customers data.

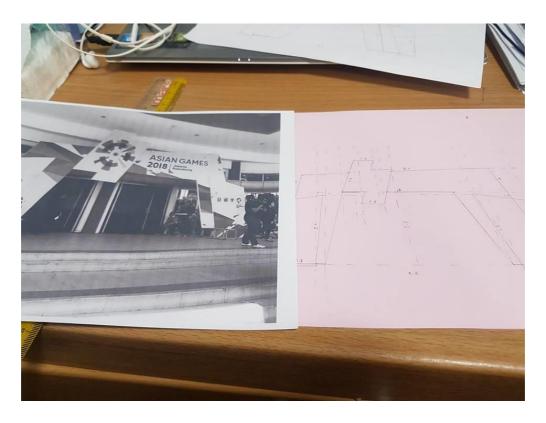


Figure 4.8: Draw archway.



Figure 4.9: Edit video presentation.

CHAPTER 5

CONCLUSION AND SUGGESTION

5.1 Internship experience conclusion

I was internship at PMP Management Co., Ltd. since 4 June 2018 - 21 September 2018. In 4 months, I have applied the knowledge gained from the university to apply for the job such as design ads in Photoshop program when I have the knowledge to make it easy and fast, troubleshoot network problems when it crashes and because Mae Fah Luang University learn in English so, I have brought the knowledge there to help the organization.

In addition to the knowledge in the classroom the internship also gives me new knowledge from self-study and advice from employees of the organization. Invite customers to the seminar is not just a call, but we must have the courage, how to speak to attract the interest of work and patience when encountering many types of customers.

Lastly, the internship is not just for knowledge, but the internship also teaches us to be responsible, teach us to adapt to work with everyone, teach us to solve problems, and teach us to be more professional in the future. Internship is a preparation for students who are about to enter the working life.

5.2 Problem with training assignment

- 5.2.1 The organization does not have a computer for students intern when to use programs other than the program in my notebook, I must download the program it causes waste of time.
- 5.2.2 When the organization assignment then used new programs that are unfamiliar, I had to study before and it made the job slow.
 - 5.2.3 At first, adapted to other employees was worry for me it makes working together difficult.
 - 5.2.4 Sometimes I cannot understand assignments that cause mistakes.

5.3 Suggestion in internship

PMP Management Co., Ltd. is a home office there are only a few employees, so each employee has many duties. Sales departments are not just out to sell booths to customers, but make a summary account each month, and according to the payment of each company. IT and marketing departments work together. IT is responsible for the organization network problems, design advertising and create video present to promote activities then send to marketing departments for promote activities in Facebook, YouTube, website, and email. marketing departments, in addition to managing the organization marketing They must call the customer to invite attend the seminar, which is one of the organization marketing.

As mentioned above, PMP Management Co., Ltd. should increase the number of employees on each department to make the job faster, the organization should expand or change their locations to accommodate increased employees and make the organization more reliable. Due to the organization's large exhibitions and many companies that exhibit at the fair are big companies such as Honeywell, Chevrolet, and etc. If the customer knows the organization is small, customers may not be confident in ability.

REFERENCES

REFERENCES

- [1] Vegas Pro. Retrieved September 03,2018, from https://en.wikipedia.org/wiki/Vegas_Pro.
- [2] Adobe premiere pro. Retrieved September 03,2018, from https://www.universalclass.com/articles/computers/adobe/premiere/what-is-adobe-premiere-pro.htm.
- [3] Adobe photoshop CS6. Retrieved September 03,2018, from http://guides.library.illinois.edu/pscs6.
- [4] Adobe illustrator CS6. Retrieved September 03,2018, from https://www.creativebloq.com/graphic-design-tips/adobe-illustrator-cs6-review-1233309.
- [5] Nero wave editor. Retrieved September 03,2018, from https://software.thaiware.com/11771-Nero-WaveEditor.html.
- [6] Microsoft Excel 2016. Retrieved September 04,2018, from https://www.computerhope.com/jargon/e/excel.htm.
- [7] Gmail. Retrieved September 04,2018, from https://www.computerhope.com/jargon/g/gmail.htm.
- [8] Gmail. Retrieved September 04,2018, from https://searchmicroservices.techtarget.com/definition/Gmail.

APPENDIX

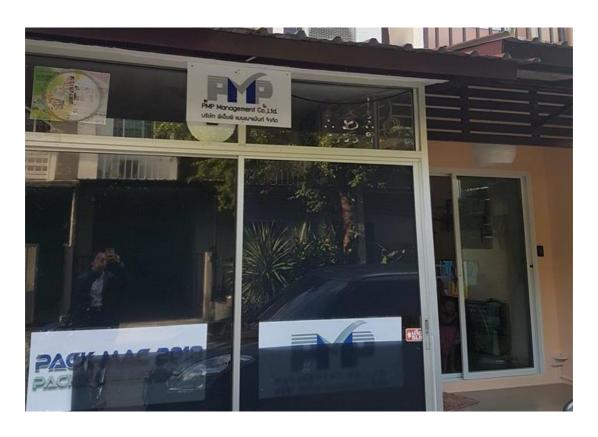


Figure A1: Outside the organization.



Figure A2: Inside the organization.



Figure A3: Photo with the organization label.



Figure A4: Work environment.



Figure A5: Assignment of me.



Figure A6: Supervision Internship.



Figure A7: Lunch for the end internship.