

PIMMADA KLINCHUN

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PROFILE SUMMARY

An intelligent and enthusiastic graduated from English major with a strong focus on effective communication and interpersonal skills. My diverse experiences in various activities, classes and university setting have honed my quick learning and collaboration skills. I am ready to use my abilities to effectively achieve our goals together.

EDUCATION & CERTIFICATIONS

B.A., English, Faculty of Humanities
Srinakharinwirot University 2020-2024
GPA 3.70 - *First-class honours*

Microsoft Office Specialist Certification
Excel 2019 Associate July 23, 2023

LANGUAGE

- Thai (Native)
- English
(SWU-SET 80 / 100)
(British Council EnglishScore 489 / 599)

EXPERTISE

TECHNICAL SKILL

- Microsoft Office
- Canva
- Google Space
- Capcut
- Adobe Photoshop (beginner)

SOFT SKILL

- Communication Skills
- Management Skills
- Critical Thinking
- Problem Solving
- Customer Service
- Adaptability
- Creativity
- Teamwork

WORK EXPERIENCE

Temporary Staff at EAU Enterprise Co., Ltd 2023 - 2024

- Providing participants with comprehensive event information and ensuring their well-being

Hospitality Staff at ICCA Congress 2023

- Provided event information to customers

Registration Staff at Asean Innovation Award

- Greeted and looked after the customers with care a friendly welcome
- Provided event information to customers

Coordinator for Conference at L'oreal group

- Coordinated with customer and the audiovisual team
- Provide interpretation between customer and the audiovisual team
- Provided support to the speaker and the audience

Hostess for World Coffee Association booth at THAIFEX Anuga-Asia

- Managed the presentation slide, setup the stage and provided assistance to customers
- Coordinated between the customer and the audiovisual team

Customer Service staff at Food Ingredients and Vita Event 2022

- Provided excellent customer assistance at all times

Hostess for hall 22nd WPA WORLD CONGRESS OF PSYCHIATRY

- Managed the timetable of the hall to ensure that it run on time
- Took care of the stage for the speakers and the seating for the audience members

Manager of VIP Lounge Asia Cold Chain 2022 & Asia- Warehousing

- Provided excellent customer assistance to VIP and VVIP guests at all times
- Communicated with and encouraged customers to like and share the company's Facebook page

Zoom webinar staff at Export Clinic

- Managed the timetable of the conference to ensure it ran on time
- Coordinated between the chairman and the customers, taking care of their needs
- Managed the conference room (Zoom), recorded videos, and took meeting notes

Conference Registration staff ProPak Asia Event

- Organized name tags and provided them to the customers correctly
- Supported customers at all times

INTERNSHIP PROGRAM

Assistance Project Coordinator

Jun - Jul 2023

Newlogic Co.Ltd.

- Coordinated between colleagues and the suppliers
- Negotiated and secured with the most reasonable prices with the suppliers
- Translated documents from English to Thai and Thai to English
- Researched and collected databases for each category provided
- Assisted with content for the company's restaurant
- Wrote captions to accompany pictures and posted them on social media platforms
- Organized and planned the dress code for the restaurant's photograph day
- Followed trends on social media to adapt and create content

COLLEGE ACTIVITY

- Teacher Assistant in English Major, Srinakharinwirot University (2022- 2023)
- Head of SWU Open House 2022 for English Major, Srinakharinwirot University (2022)
- Coordinator of the freshmen orientation for the freshmen of English major (2021)
- Treasurer in student concil of English Major (2020 - 2024)