

## NAME SURNAME

**Address** XXX

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### Summary

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I have relevant experiences in field of business and language for development throughout 4 years of intensive practice from XXX University. I underwent during my internship from the Siam Cement Group. In the meantime during studied I have gained work experiences through franchise worked with CP ALL company. Excellent organizational and administration skills and have capability of working well within a team. Experience in dealing with customers. Currently, looking to start a challenging career whether it could be customer facing, human resources. Therefore my languages abilities both English and French could fill for international corporate coordinator or administration position.

### Education

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2009 – 2012 XXX University

*Bachelor of Arts in Language for Development, GPA 3.32*

### Key Skills

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Administration	Marketing	Customer Service	International Corporate Coordinator
Assistant manager	Staff Training	Receptionist	Stock and Shop Assistant

### Professional Experiences

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#### **2011 Siam Cement Group Co., Ltd.**

##### **Department of Community and Government Relations**

I was trained to check and prepare shipping documents for the plant. In addition, I have opportunities to be a part of Public Relations (PR) team to coordinate with local community regarding company's operation plan in that particular area. Assisted manager handled multiple tasks and meet deadlines. Microsoft Word and Excel were used to create the introduction part of investor annual report. English to Thai translations project was assigned as a part of training program. Customer strategy management book called "Customer...Genius" by Peter Fisk was completely translated by me and other internship members. I supported other colleagues to conduct the research on the subject of consumer behaviour and looked after the company visitors, to ensure that everything was provided upon their needs.

#### **2009 CP ALL Plc. (7-Eleven)**

##### **Stock and Shop Assistant**

I prepared and estimated the stock level. First in- First out system was used to manage the stock flow. The stock information was collected and handed to the shop manager in order to analyzed and dealt with supply chain. I have learnt how to display the products for attract the customers. As a shop assistant, Service minded has played an important part for this role. I have an abundance of experience in dealing with customers both face-to-face and over the phone.

## Activities

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### **2009 XXX University Young Ambassador**

I was the university's representative for education and culture exchange with Universiti Teknologi Malaysia (UTM) and Universiti Sains Malaysia (USM) for 5 days. The information and presentation were provided in order to show that XXX University is one of the best choices to be considered by international students for higher educations. Afterward, I also participated the education event in Singapore. The report was created and evaluated the outcome throughout this academic trip.

### **2009 Master of Ceremonies for XXX University "International Food Festival"**

I have responsible to present all of relevant information in English. There were a lot of foreigners turned up for this event. I introduced Thai Traditional foods toward the visitors as well as promoted and persuaded the visitors to try and buy the foods from every single shop.

## Training Courses

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- Principles of Business Management
- English for Business Communication
- Cross Cultural Management
- Business Correspondence
- Professional presentation in English

## Skills

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*Language skills:* Fluent in English

Moderate in French

*TOEIC Scores:* 735

*Computer skills:* Microsoft Visual Basic

Microsoft Office

- Words, Excel (Formulars, Graphs, Charts, Tables)
- PowerPoint (Presentation includes videoclips, charts, animations, hyperlink, etc.)

## References

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