

Kittikarn Sthapitanonda



121/405 M.3 Namthong 9, Bandu Mueng Chiang Rai Chiang Rai, Thailand 57100

Gender: Female

Date of birth: April 9, 1992

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Objective

To optimally use my set of skills to **contribute** to the profitability of an organization, while **getting acquainted** with the work environment and **acquiring** a meaningful experience.

Education

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| 2010 – 2014 | Bachelor's Degree of Business Administration
Silpakorn University Phetchaburi IT Campus, Phetchaburi
B.B.A. (Business Management and English) GPA: 2.40 |
| 2003 – 2009 | High school, Matthayom Wat Nongkhaem School, Bangkok
English-Mandarin Chinese Program GPA: 3.27 |

Work Experience

August 6, 2019–February 1, 2020

Hard Rock Hotel Pattaya, Chonburi

Human Resource Officer, Talent Division

Responsibilities

- Recruitment process to the candidates who come to apply for the job and Part time recruitment' cooperation with all department/Administrative support.
- Assist in organizing communication programs and actively participate in the Hotel's Band Members' Activities assist in the organizing of Quarterly/Annually Band Social and Sports Activities and Thank You Party.
- Maintain an open-door policy and counsel individual Band Members when required, maintains files and equipment in an orderly and professional manner. Duplicates, copies, and distributes and mails material for the department/office.
- Actively participate in the Hotel's Welfare and Health & Safety committee.
- Maintain excellent relations with Local Government Agencies the Labor Department & Social Security office.

April 1, 2019– August 3, 2019

Dusit Thani Pattaya, Chonburi

Administrative Assistant Chef's Office, Food and Beverage Department-Main

Kitchen Responsibilities

- Opens incoming mail, Check BEO (Banquet Event Order) and distributes accordingly to the team. Sends outgoing mail, both interoffice and outside of the hotel.
- Routes mail, faxes, and other printed matter. Duplicates, copies, and distributes and mails material for the department/officer, orders and maintains office supplies and equipment.

- Maintains files and equipment in an orderly and professional manner. uses the property's email system and maintains their email box, as is policy. appropriate business use of telephone and voice email system. Greets internal and external customers in a friendly and professional manner.

October 1, 2018- March 1, 2019

Freelancer Assistant and Recruiter staff, Chiang Rai

Responsibilities

- Assisting the leader manage his work and recruiting the member to do the paperwork, research, and customer job. Searching and find the best candidates for work in team and business.
- Translation of documents. Communicate with coordinators to establish career goals for clients. Interpret documents and translate to clients.

April 11, 2016 - November 1, 2017

Ministry of Foreign Affairs, Kingdom of Thailand & Thai Foundation, Bangkok

Monitoring and Public officer, Department of Information, News Division

Responsibilities

- Summarizing topics, letters, editorials on the dailies - The Bangkok Post and The Nation, Monitoring units on Twitter about Thailand's image, as well as news that could be consider, 'tasteful' or 'distasteful' that are posted on various social media platforms by news agencies. Analyzing, and summarizing daily news, supporting the Mission of Department of Information, Ministry of Foreign Affairs.
- Communicating and cooperating with other Government organizations and other foreign government establishments and organizations in the country. Holding meetings, study trips, seminars, documentations etc. Cooperated and Holding events with the Division and support the Ministry for the national events

Internship

June 2015 – August 2015

Foreign Affairs Royal Thai Police, Interpol Bangkok Thailand, Bangkok and Transnational Crimes Coordination Centre, Bangkok

Responsibilities

- Translated the Official Emblem and documents from English to Thai.
- Sent documents by fax to the respective Embassy in case of guilty persons of that country. Sent an email to another NCB. Members by I24/7 supported the mission of Police officer, Foreign Affairs Division, Royal Thai Police.
- Monitored the suspects upon 'Notice' of alerts from Interpol. data access of individuals considered a suspect in a criminal case or with the Red by program I Batch.

March 2014 – May 2014

Hua Hin Immigration Royal Thai Police, Prachuap Khiri Khan

Responsibilities

- Immigration services policies of the state to promote tourism, trade, investment, and strengthening international relations. Gave some information and suggestion for the benefit of foreigners (tourists) in the fields of cooperation and communication about immigration and the likes.
- Sending out notification of staying in the Kingdom over 90 days (visa extension), supported the police officers in Hua Hin Immigration for tourism service.

Languages

- Thai: Mother tongue Influent Speaking, Writing, and reading.
- English: Upper intermediate speaking, writing, and Reading.
- Mandarin Chinese: Beginner all skills.

Other Skills

- Able to use Basic Microsoft Office (Word, PowerPoint, Movie maker) and Social media tools for public relations (Facebook, Instagram, Twitter etc.)

Training & Certificates

- Certification Prep: Professional in Human Resources (PHR)
- The Strategy of Content Marketing
- Human Resources: Understanding HR Systems Features and Benefits
- Social Media for Public Diplomacy (BBC Academy) 2016
- Social Media for Public Diplomacy Advanced (BBC Academy) 2016
- Orientation the tools of Pajek use for analysis Social Network research.

Reference

Mrs.Pathma Bala

Executive Chef, Food and Beverage Department

Dusit Thani Pattaya Chonburi, Thailand

Email: pathma.bala@dusit.com

Mrs. Thirapath Mongkolnawin

Director of News Division, Department of Information

Ministry of Foreign Affairs, Bangkok

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