



MISS RUNGNAPA LAKKANAPORNWISIT

48 Soi Ramkamhaeng 22, Huamak, Bangkapi, Bangkok 10240

Tel. 0-2369-3994-6 Ext.302 Mobile 0-81840-1895

Email : rungnapa_la@yahoo.com

PERSONAL DATA

Age : 29 years
Date of Birth : October 17, 1979
Sex : Female
Height : 162 cm.
Weight : 50 kg.
Health : Good
Nationality : Thai

EDUCATIONAL BACKGROUND

2003 – 2008 : Thammasat University, Bangkok
Faculty of Political Science
Master's Degree Program in International
Relations (English Program)

- 1997 – 2001 : Assumption University, Bangkok
Faculty of Arts, Bachelor's Degree of Arts
Major : Business Japanese
Minor : Hotel Management
- 1994 -1996 : Rajamangala Institute of Technology
Bophitphimuk Chakkrawat, Bangkok
Certificate of Vocational Education in Business
Japanese

WORK EXPERIENCES

- August 2008 – present : The Thailand Research Fund
Program Officer
- Managing the meeting.
 - Taking the minute of the meeting
 - Filing the document
 - Working on the contract process
 - Coordinating between researchers and organization
 - Publicizing researches
- June 2004 – March 2005 : Somapha School
Japanese Teacher (part time)
- Teaching basic Japanese language for student in grade 2 to grade 6.
- October 2002 – March 2004 : N&DD International Business Consultants
Co.,Ltd.
Managing Director Assistance
- Managing and being an interpreter in each meeting.
 - Translating document from Thai into English or vice versa.
 - Filing the document.
 - Contacting and visiting the customers in Thailand.

- Giving the information of each product to customers.
- Coordinating between customers' request and suppliers.
- Preparing quotation and invoice.
- Contacting the shipping company for customs clearance process.
- Purchasing products in Thailand for foreigner customers and shipping those products.
- Taking care the foreigner customers while they do business in Thailand.
- Booking hotel and air ticket.

February – September 2002 : TEAM Engineering and Consulting Management Co.,Ltd.
Administration Staff

- Preparing the engineers' CV that were proposed to be consultants in each project.
- Translating the engineers' CV from Thai into English or vice versa.

SKILLS

Computer : Knowledge of MS office application, E-mail and Internet

Typing : Thai 40 words/minute, English 50 words/minute

INTERESTS AND HOBBIES

Reading, swimming, traveling, listening the music