

Curriculum Vitae

Personnel Information

Name Date of Birth Nationality Status Address	: Sa-nga Sattanun : November 20, 1973 : Thai : Married : 409/128, Moo 3, Pimanthanee- Sila Sub-district, Muang District, K	•	
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Brief Profile

Mr. Sa-nga Sattanun is a Program Manager at Trade and Investment Facilitation (TIF) Department of Mekong Institute (MI). Mr. Sa-nga has been involved in the design and implementation of capacity building programs in the areas of SME development and competitiveness, Entrepreneurship, Business Database Development, Trade Facilitation, Agribusiness, Tourism, Transport and Logistics, which supported by international organizations, such as UNIAP, NZAID, ADB, EDI, TICA, JICA, SDC, JAIF, MKCF and Lancang-Mekong Cooperation Special Fund. He also co-conducted researches on "Cross-Border Value Chain Bottlenecks in the Southern Economic Corridor (SEC) and Market and Value Chain Mapping along SEC in Thailand, Cambodia, and Vietnam, SME Cluster Development in CLMV Countries (Cambodia, Laos, Myanmar and Vietnam) and Joint Study and Survey of Special Economic Zones (SEZs) and Cross Border Economic Zones (CBEZs) to match Complementary SEZs and Identify Prioritized Areas". Currently, Mr. Sa-nga, as a team member is implementing related programs on Green Freight and Logistics Development, Joint Development of Cross-Border Special Economic Zones, Upgrading Border Facilitation for Trade and Logistics Development, Action Research on Rural E-Commerce Development in Lancang-Mekong, Lancang-Mekong Business Forum and Supporting Internationalisation of Small and Medium-Sized Enterprises Linking India and the Greater Mekong Subregion - International Business Accelerator. Mr. Sa-nga earned a Master of Business Administration (MBA) from the College of Graduate Study in Management, Khon Kaen University, Thailand.

Educational Background

- 2005 : Master of Business Administration (MBA), College of Graduate Study in Management, Khon Kaen University, Thailand
- 2000 : Teacher Certificate, Mahachulalongkornrajavidyalaya Buddhist University under Royal Patronage, Khon Kaen Branch, Khon Kaen Thailand
- 1996 : B.A (Humanities with the second class honors) Mahachulalongkornrajavidyalaya Buddhist University under Royal Patronage, Bangkok, Thailand

Working Experience

2015 - present	Position : Program Manager, Trade and Investment Facilitation Department, Mekong Institute, Khon Kaen, Thailand
July 2011-	Position : Associate Program Manager, Trade and Investment Facilitation
2015	Department, Mekong Institute, Khon Kaen, Thailand

Job Performed :

- Plan, lead and coordinate learning programs, workshop, structured learning visits and seminar under areas of SME, Trade Facilitation, and Logistics
- · Assist Director of department and Program Specialist in developing new

program concept, proposals and budget,

- Design and coordinate program delivery specifications to ensure that high quality training contents and methodologies are delivered together with qualified resource persons,
- As team leader facilitate all training sessions including working with the resource persons in preparing session plan and training materials, facilitating learning activities and making synthesis / evaluation of each training session,
- Prepare budgets for the learning programs, overall responsibility for financial management, and provide budget plan as required,
- Write project completion report, and evaluation report as required by development partners.

May, 2010 <u>Position</u> : Training Consultant Job Performed :

 Provide technical assistance and guidance to the MI Associate Program Specialist in the preparation of work plan and budget for the course titled – "SME Development and ASEAN SME Exporter Network".

2009 - Feb,Position : Associate Program Manager, Mekong Institute, Khon Kaen, Thailand2010Job Performed :

- Plan, lead and coordinate learning programs, workshop, structured learning visits and seminar under areas of SME, Trade Facilitation, Tourism, Rural Development, Project Management, Leadership, HRD and Public Sector Reform,
- Developed new program concept, proposals & budget.
- Design and coordinate program delivery specifications to ensure that high quality training contents and methodologies are delivered together with qualified resource persons,
- As team leader facilitated all training sessions including working with the resource persons in preparing session plan and training materials, facilitating learning activities and making synthesis / evaluation of each training session,
- Prepare budgets for the learning programs, overall responsibility for financial management, and provide budget plan as required,
- Write project completion report, and evaluation report as required by development partners.

2003-2009 <u>Position</u> : Program Administrator, Mekong Institute , Khon Kaen, Thailand

- Job Performed :
- Provide program information to partner agencies,
- Coordinate with Training Specialist on ELT and Outreach ELT curriculum preparation and administration,
- Prepare, collate and evaluate English placement testing results,
- Prepare vocabulary lists and resources materials for distribution to course participants,
- Coordinate ELT instructors lessons with module presenters through meetings and discussions,
- Edit initial program evaluation report outline,
- Work closely with course / workshop coordinator for all aspects of planning, implementation and evaluation of the course / workshop, including, marketing, contracting presenters and guest presenters, preparing presenters notes and readings for records, arrange transportation and accommodation, assist with presenter schedules, cooperate with AV technician, arrange for payment of traveling expenses,

	 As a tour guide, taking the participants for exposure trips, Coordinate closely with Administration Office and Financial Office on all aspects of the workshop's staff requirements and costs. 		
2001-2003	 <u>Position</u>: Evaluator / English Language Training Assistant, Mekong Institute,, Khon Kaen, Thailand <u>Job Performed</u>: Set up a database of Bio-data information on all ELT and the course participants, Assist with preparation of vocabulary lists and resources materials for distribution to course participants, Assist the ELT teachers with material preparation and in-class support as required, Update, distribute evaluation forms, collect responses forms and summaries. 		
1999-2001	 <u>Position</u>: Secretary for the Academic Director, Mekong Institute, Khon Kaen University, Khon Kaen, Thailand <u>Job Performed</u>: Perform tasks of ELT, Prepare and duplicate course booklets, Arrange course traveling expenses. 		
1997-1999	 <u>Position</u>: Secretary to the English Language Teaching Specialist' Mekong Institute, Khon Kaen University, Khon Kaen, Thailand <u>Job Performed</u>: Collect, collate and update the database of Outreach Courses participants, Supervise, operate and maintain of the sound laboratory, Prepare ELT materials for courses. Administer evaluation of ELT program. 		
1996-1997	 <u>Position</u>: Receptionist / Operator, Bangkok Center Hotel, Bangkok, Thailand <u>Job Performed</u>: Provide information to staff and guests as required at front desk, Assist the receptionist to register rooms for guests, Operator at the hotel for guests both domestic and international call. 		
1996	 <u>Position</u>: Secretary, Jewelry Company, Surawong, Bangkok, Thailand <u>Job Performed</u>: Prepare and provide information to the Executive Director and customers as required, Negotiate and purchase jewelry. <u>Position</u>: Officer, W&S Tour and Hotel Information Co., Ltd. Bangkoknoy, Bangkok, Thailand <u>Job Performed</u>: Book and issue the tickets both inbound and outbound travel Prepare and provide information to the customers as required. 		
1996	 <u>Position</u>: Information Officer, Information Department, Office of the National Education Commission, Dusit, Bangkok, Thailand <u>Job Performed</u>: Prepare and record information related to education into database Provide information for meeting and seminar. 		

Computer Skills

- Microsoft Excel, Microsoft Word, Microsoft Project
- Microsoft Power Point, Microsoft Access, Visual Basic Program, SPSS program, Internet and Intranet
- Dreamweaver MX

Travel Experiences

Travel to Myanmar, Vietnam, Lao PDR, Cambodia, China, Indonesia, Italy, Japan and India.

Attend Trainings / Conference / Workshop

2020	•	International online course on Finding your Resilience in Times of Crisis – A Practical Approach for Entrepreneurs, organized by MASHAV & MCTC, Israel
2017	•	Dangerous Goods Transport by Road based on ADR 2017, funded by GIZ Thailand
2010	•	ASEAN Discussion Forum organized by Mekong Institute, Khon Kaen, Thailand
2010	•	ASEAN Secretary and Ministers of Foreign Affairs Retreat in Lao PDR and Vietnam organized by ADEAN Department, Ministry of Foreign Affairs, Thailand
2009	•	Breakthrough Coaching organized by Mekong Institute
2008	•	Facilitator on Unleashing Entrepreneurship for Development and Trade, Cambodia and China, organized by Entrepreneurship Development Institute of India
2007	•	Unleashing Entrepreneurship for Development and Trade, Vientiane, Lao PDR, organized by Entrepreneurship Development Institute of India
2007	•	"Facilitation and Training Program Management", Mekong Institute, Khon Kaen
2007	•	Training Course on "SME Export Consortia", Turin, Italy
2005	•	The 25 th Anniversary Thailand TESOL International Conference "Surfing the Waves of Change in ELT", organized by Faculty of Humanities and Science, Khon Kaen
0004		University
2004	•	International Symposium "The Changing Mekong : Pluralistic Societies under Siege", organized by Mekong Pluralistic Institute, Khon Kaen University
2003		Training Program on Effective Team Building, Ubonrajchathani Province, Thailand, organized by Mekong Institute
2003	•	Seminar : Orientation Meeting for Basin Development in Sub Area, Roi-et, organized by Department of Water Resources and Mekong River Commission
2003	•	Reading and Writing Course– Pre Intermediate Level, California Language Center, Khon Kaen
2002	•	Workshop on Mekong Cooperation, organized by Department of Water Resources and Mekong River Commission
2002	•	The 3rd Trade Workshop on Developing Common Trade Curricula, Indonesia
2001	•	Pre-Academic Writing and Academic Writing Course, California Language Center, Khon Kaen
2000		Digital & Multimedia Applied Programme, Faculty of Education, Khon Kaen
1999	•	Writing Skills, American University Alumni Association Language Center, Khon Kaen

Language Proficiency

- English Fluent in listening, speaking, reading and writing
- Laos Fluent in listening, speaking and reading

Topics for Presentations at Training / Seminar / Workshop / Meeting

- Enterprises' Preparation for AEC
- SME Development an Export Consortia
- Effective Facilitation and Project Management
- Opportunities on Trade and investment in Mekong Region
- Transport Development and Green Logistics in the Mekong Countries
- Basic management on Logistics and Dangerous Goods

- Promoting Asian Silk Alliance : Strengthening and Sustainability
- Enhancing SME Development for Strong / Regular Level
- MICE, Tourism and Services to GMS and AEC
- Special Economic Zone Management in Mekong Countries in the context of Super Worker Preparation

Research

 Co-researched on "Cross-Border Value Chain Bottlenecks in the Southern Economic Corridor (SEC).
 https://mekongipstitute.org/uploads/tx_ffpublication/Research_Report_on_Cross_Border_Value

https://mekonginstitute.org/uploads/tx_ffpublication/Research_Report_on_Cross_Border_Valu e_Chain_Bottlenecks_in_the_SEC.pdf

- Co-researched on SME Cluster Development in CLMV Countries (Cambodia, Laos, Myanmar and Vietnam). <u>https://www.mekonginstitute.org/uploads/tx_ffpublication/Small_and_Medium_Enterprises_Cl</u> uster_Development_in_Cambodia__Laos__Myanmar_and_Vietnam_Countries.pdf
- Co-researched on Joint Study and Survey of Special Economic Zones (SEZs) and Cross Border Economic Zones (CBEZs) to match Complementary SEZs and Identify Prioritized Areas"
 https://www.mekonginstitute.org/uploads/tx_ffpublication/ loint_Study_and_Survey_of_Special

https://www.mekonginstitute.org/uploads/tx_ffpublication/Joint_Study_and_Survey_of_Specia I_Economic_Zones101018_FINAL__20Dec.pdf

References