

- 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

Position : 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,
2010

Position : Associate Program Manager, 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, 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

Position : 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 Position : Evaluator / English Language Training Assistant, Mekong Institute,,
Khon Kaen, Thailand
- Job Performed :
- 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 Position : Secretary for the Academic Director, Mekong Institute, Khon Kaen
University, Khon Kaen, Thailand
- Job Performed :
- Perform tasks of ELT,
 - Prepare and duplicate course booklets,
 - Arrange course traveling expenses.
- 1997-1999 Position : Secretary to the English Language Teaching Specialist' Mekong
Institute, Khon Kaen University, Khon Kaen, Thailand
- Job Performed :
- 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 Position : Receptionist / Operator, Bangkok Center Hotel, Bangkok, Thailand
- Job Performed :
- 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 Position : Secretary, Jewelry Company, Surawong, Bangkok, Thailand
- Job Performed :
- Prepare and provide information to the Executive Director and customers as required,
 - Negotiate and purchase jewelry.
- Position : Officer, W&S Tour and Hotel Information Co., Ltd. Bangkoknoy,
Bangkok, Thailand
- Job Performed :
- Book and issue the tickets both inbound and outbound travel
 - Prepare and provide information to the customers as required.
- 1996 Position: Information Officer, Information Department, Office of the National
Education Commission, Dusit, Bangkok, Thailand
- Job Performed :
- 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 25th Anniversary Thailand TESOL International Conference “Surfing the Waves of Change in ELT”, organized by Faculty of Humanities and Science, Khon Kaen 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://mekonginstitute.org/uploads/tx_ffpublication/Research_Report_on_Cross_Border_Value_Chain_Bottlenecks_in_the_SEC.pdf
- Co-researched on SME Cluster Development in CLMV Countries (Cambodia, Laos, Myanmar and Vietnam).
https://www.mekonginstitute.org/uploads/tx_ffpublication/Small_and_Medium_Enterprises_Cluster_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/Joint_Study_and_Survey_of_Special_Economic_Zones101018_FINAL_20Dec.pdf

References