



# MISS. PATCHARAPHON WORANAM

With a business administration degree in hotel and tourism management and I have relevant experience in coordination and administration. I am excited to apply for the position of coordinator. However, I am a quick learner, so I would appreciate challenging myself in any position. I can start working immediately. And I would expect a salary in the range of 19,000 THB to 25,000 THB.

## EDUCATION

### Academic Year 2020 to 2023

**Kasetsart University Kamphaeng Saen Campus**

Bachelor of Business Administration  
Program in Hotel and Tourism Management  
GPAX: 3.86

### Academic Year 2016 to 2018

**Suwannaphumpittayapaisarn School**

Science and Mathematics Program  
GPAX: 3.81

## CONTACT ME

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## SKILLS

### Soft skills:

- A productive team player.
- Strong interpersonal and communication skills.
- Ability in planning and coordination.
- Priority management and time management.
- Self-discipline and strong service minded.

### Hard skills:

#### Language

- English Good

#### Computer Programs

- Microsoft Office Good  
(Word, Excel, and PowerPoint)
- Canva Good

## ACTIVITIES

**Kasetsart University**

**February 2024**

**Kamphaeng Saen Campus**

Performed as a vice-treasurer for the Hide & Seek, Invite to Visit Unseen (in) Thailand seminar.

- Communicated with each section leader to record and examine the budget used.
- Coordinated with the faculty's finance department to draw money from the faculty budget.
- Created seminar budget report.

**Kasetsart University**

**September 2022**

**Kamphaeng Saen Campus**

Performed as an accountancy for the Night of 90's event.

- Managed the event's account and transferred money for any verified activities.
- Communicated with each section leader and booth leader to record and examine the budget used.
- Created event budget report.

**Kasetsart University**

**April 2021**

**Kamphaeng Saen Campus**

Participated in Essential Digital Tools for Work Training Program by Faculty of Liberal Arts and Science.

**Kasetsart University**

**March 2021**

**Kamphaeng Saen Campus**

Participated in Leadership & Team Development Program by the Student Union of Faculty of Liberal Arts and Science.

## WORK EXPERIENCES

**Thai Travel Agents Association**

**April to June 2023**

A student intern in administration and public relations officer.

- Wrote the association news for social media publishing.
- Attended the meeting and summarized the meeting information to write the report.
- Prepared the association meeting and training activities.

**Kasetsart University**

**January to April 2021**

**Kamphaeng Saen Campus**

A part-time job in administration position in the Student Affairs Administration Division.

- Created university activity banners for social media publishing.
- Assisted the officer with doing paperwork.

**Ying Charoen Stationery and**

**April to June 2019**

**Gift Shop, Suwannaphum, Roi Et.**

Customer services and warehouse staff.

- Advised customers about product details and promotions.
- Tracked inventory stock and reported to the owner.

## REFERENCES

Dr. Issarapong Poltanee

Advisor at Program in Hotel and Tourism Management,  
Faculty of Hospitality Industry,  
Kasetsart University Kamphaeng Saen Campus.

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