



JANITTA JAIJAN

Address: Samut Prakan, Thailand
Phone: +66 80 210 7811
Email: bamjanitta45@gmail.com

PROFILE SUMMARY

Hospitality and Event Management graduate with practical experience in planning and coordinating events from pre-event to post-event stages. Adept at budgeting, vendor liaison, and managing administrative tasks. Committed to delivering seamless event experiences and growing within the dynamic event industry.

EXPERIENCE

Internship - Bliss Events & Wedding (Thailand)

Nov 2024 - Mar 2025

- Internship as an Event Coordinator in the Sales and Marketing Department.
- Assisted in planning and coordinating weddings events from pre-event to post-event.
- Communicated with clients, vendors, hotels, venues, and handled administrative tasks.
- Managed event quotations and customer contracts for rental events equipment service.

Internship - IMPACT Exhibition Management Co., Ltd.

April 2024 - June 2024

- Participated in the "KLA MICE #5" internship program with IMPACT Exhibition Management Co., Ltd.
- Internship in the Operation Department and Exhibition Project Department.
- Organized the event for high-school students to learn through competition.

Event Station (Innovation Creative Organizer) - Khon Kaen University

July 2022 - June 2023

- Organized the catering and Decoration By student majoring in Hospitality and Event Management.
- I'm an Assistant Manager, responsible for planning and organizing event together with team.
- Managed event budgeting, purchasing, coordinated catering services for events from pre to post-event.

EDUCATION

Khon Kaen University

July 2021 - April 2025

- Bachelor of Business Administration Major Hospitality and Event Management
- GPAX: 3.40

Samutprakan School

May 2019 - March 2021

- Arts - Japanese Program
- GPAX: 3.51

ADDITIONAL SKILLS

- **Language skills:** Thai (Native), English (Fair)
- **Computer skills:** Microsoft Word, PowerPoint, Excel and Canva
- **Soft Skills:** Communication, Problem-Solving, Customer Service, Negotiation and good teamwork