

# SARANYA WAIYAVUTTO



## ABOUT ME

I have studied in management and has a variety of integrated forms such as tourism management, hospitality, aviation, including MICE.

I have good communication and coordination skills, creative, works well with others, adaptable, high patience, responsible and punctual.

## PERSONAL DATA

Birthday : 28 August 1999

Age : 23 years old

Nationality : Thai

Status : Single

## CONTACT



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1902 New Petchburi Rd,  
bang Kapi, Huai khwang,  
Bangkok 10310

## LANGUAGE

**Thai** : Fluent

**English** : Good

**Chinese** : Fair

## HARD SKILLS

Excellent knowledge microsoft office Word Excel Powerpoint.

Skill with photoshop.

Basic video editing skills.

Have the ability to make artwork.

## EDUCATION

**2019 - 2022** Graduate in Faculty of Environmental Culture and Ecotourism. Bachelor of Arts Program in Integrated Tourism Management. Srinakharinwirot University.

**2018** Kasetsart University. Faculty of science. Department of microbiology

**2015- 2017** Benchamarachuthit Chanthaburi School. Major Science and Math.

## EXPERIENCE

I am a guide for every tour arrangement.

- Organize travel programs in the North.

Welfare department and coordinator. Help organize travel itineraries. Choose a location Coordinating with other departments and to facilitate everyone throughout the program.

- Organize travel programs for Lopburi - Ayutthaya.

Coordinating accommodation and meals. Contact and coordinate with the supplier. Manage the snack menu within the budget.

- Organize travel programs in the South.

Coordinating accommodation and meals. coordinate with restaurant suppliers. Prepare tourist attractions information as assigned.

- Established as a model tour company

in coordination. coordinate with customers, make public relations media for tourism programs Arranging a travel itinerary and coordinate with the accommodation.

- Organized SWU Open house in 2019

on the location side Organize all venues in the event and coordinate with other departments on the day of the event

- Organized SWU Open house in 2021

Is in the PR department, thinking of game formats and content that will be published.

- Organized a seminar on the topic of NEW SEA CHANGE NEW WORLD (ONLINE)

Responsible for communicating with guests and various department teams. Including being a MC during the event.

## INTERNSHIP EXPERIENCE

**January - April 2023**

**Event Coordinator ( 88 Event Co.,Ltd. )**

Has practiced professional experience in the position of event coordinator Coordinating with other departments in the company and liaising with clients for organizing events, coordinating with buyers and suppliers, sending e-mails and making calls to invite people to attend events. Including making various public relations media for the company, for example, posters to publicize events with subtitles in Thai, English and Chinese, creating content for public relations and contacting organizations involved in the event regarding public relations.