

# SUNISA WHITE - Curriculum Vitae

## Personal Details

Address:	181/13 Moo Baan Morakot, Tha Sala, Nakhon Si Thammarat, Thailand
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Email:	som@somsip.com
Date of Birth:	14 <sup>th</sup> April 1982
Gender:	Female
Marital Status:	Married
Nationality:	Thai
Religion:	Buddhist

## Current Employment

<b>March 2007 to Present:</b>	Somsip.com 181/13 Moo Baan Morakot, Tha Sala, Nakhon Si Thammarat, Thailand
Job Title:	Self Employed Freelance Translator
Nature of Business:	Supplying high-quality translations between English and Thai for local customers and international clients alike.
Job Duties:	<p>First-pass translation of all Thai to English projects. Final-pass translation of all English to Thai projects. Overseeing and error checking of all work carried out by the translation team.</p> <p>Examples of recent projects include:</p> <ul style="list-style-type: none"><li>• Subtitling of Thai action film</li><li>• Graduate-level textbook on Information Centre Management from English to Thai</li><li>• Research papers on Knowledge Management from English to Thai</li><li>• Business website from Thai to English</li><li>• Spiritual poetry from English to Thai</li><li>• Transcription and translation of video interview from Thai and Northern Thai dialect to English.</li><li>• Medical texts from English to Thai</li><li>• Psychology texts from English to Thai</li></ul> <p>Reviewing new projects with the company's Project Director to determine cost and time estimates.</p> <p>Leading the business generation program involving liaising with local businesses. Offering advice on improving their levels of business by using making more use of English in their marketing.</p> <p>Making English language more accessible to the local community by offering private English tutoring to local businessmen and students.</p>

## Previous Employment

<b>November 2005 to March 2007:</b>	<p>Wild Kingdom Tours 10 Phisitkarani Road, Patong Beach, Phuket, Thailand</p>
Job Title:	Personal Assistant to Managing Director
Nature of Business:	Providing services for tourists and visitors to the island, including tours and special events, hotel and transport bookings, local information, obtaining and providing advice on visas. Accommodation also available.
Job Duties:	<p>First point of contact for customer enquiries made by email or telephone, usually in English.</p> <p>Responsibility for reservations of on-site accommodation, collecting payment and general accounting.</p> <p>Dealing with all administrative paperwork concerning the company, including obtaining operating licenses, tax-related matters, accounts and banking.</p> <p>Translation of all documents relating to business activities from Thai to English for the Managing Director. These included legal documents, marketing information and emails.</p> <p>Acting as interpreter for the Managing Director when dealing with non-English speaking locals.</p>
<b>Post-graduation to November 2005:</b>	<p>As part of my degree course, I obtained some post-graduation work experience in various hotels and tour companies</p>
Job duties:	<p>Customer-facing service work including organizing and managing special events.</p> <p>Accompanying groups of clients on local tours to provide support and assistance to the main tour-guide.</p> <p>Designing new events and tours, including assessing which service providers to use, agreeing terms with the service providers, and drawing up itineraries.</p>

## Education

**May 2001 to October 2005::**

Walailak University  
Nakhon Si Thammarat, Thailand

Qualifications:

Batchelor of Science degree in:

- Management Science (major)
- Tourism Management (minor)
- International Language (tertiary discipline)

**May 1995 to March 2001:**

Samendjuan Vitayakom High School  
Nakhon Si Thammarat, Thailand

Qualifications:

English Program grade A, Thai Language grade A, Thai Literature grade A, Social Science grade A, Biology grade A, Computer Science grade B, Chemistry grade B