

Wanapa Kwangwitayanon
Chokchai Village 8
99/468 Boonsumphan
Soi Koa Noi, Nongprue;
Banglamung ,Chonburi
20150

23 May, 2014

Dear Sir/Madam,

Enclosed please find my resume for your reference.

I am 38 years old , unmarried . I have graduated from Kasetsart University in Engineering Department, Industrial Engineering major.

I have a Bachelor's degree in Industrial Engineering from Kasetsart University , plus 14 years of production planning , and a few years of Supply Chain and R&D job.

Currently I work as a freelancer. I do a translation, editing, validating, transcriber and virtual assistant.

I wish that I could apply my experiences together with my engineering background to support the client's requirement.

Should you agree that my background is a good match for your requirement, I would welcome the opportunity for making the interview with you for more discussion.

Should you require further information, please contact me at wanapak@gmail.com ;
skype id : Thazzzz

Thank you for your consideration, and I look forward to hearing from you.

Best Regards,

Wanapa Kwangwitayanon

Resume of MS. Wanapa Kwangwitayanon



Personal Details

Gender	Female
Age	38
Date of Birth	1-Dec-1975
Marital Status	Single
Nationality	Thai
Work Authorization Status	Authorized to work in Thailand
Country of Residence	Thailand
Living Location	Pattaya Chonburi
Home Address	Chockchai village 8 , 99/468 Soi Wutboonsamphan Nongprue , Banglamung , Chonburi 20150
Skype ID	Thazzzz
Email Address	wanapak@gmail.com
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Executive Summary / Self Description

Engineering Background in major of Industrial Engineering and 10 years in production planning, material control , inventory control ,some functions in manufacturing areas ,R&D function as the specialist of Bill of Materials (BOM) and manufacturing data management.

Strength points and characteristics:

1. Strong knowledge in MPS, MRP and other function with related to planning functions such as inventory control, Item master maintenance, Bill of Materials(BOM),shop floor control and data management in ERP system.
2. Have a good personal skills such as, leadership, ability to learn, accountability, attention to details, credibility, energetic, independent, self-confidence, teamwork
3. Implement new software – tool for Inventory Optimization, demand and supply planning
4. APICS training
5. Knowledge of Supply Chain

Education and Professional Qualification

<u>Degree</u>	<u>From</u>	
Bachelor Degree of Engineering	Kasetsart University	1994-1997
Secondary School	Benchamarajarangsarit	1992-1994
Primary School	Panjabitayakarn Sanan Pichitkul Anusorn	1986-1992

Professional Qualification and Certification

Training Courses

1. Internal Audit Training
2. Safety for supervisor level
3. MPS and PRMS at Penang Malaysia
4. Performance partnership training ,Thailand
5. 7 Habits for highly effective people training ,Thailand

6. Kan ban at Electrolux by Thailand Productivity Institute.
7. CATIA training by IBM
8. Microsoft Project, Advance Excel by ECC – Rayong
9. Product Training by Electrolux
10. Electrolux Manufacturing System (EMS)
11. In house training – Introduction to Purchasing Strategy
12. In house training – Introduction to Supply Chain Management
13. In house training – Negotiation Knowledge for SCM people
14. Problem solving for leadership by Kepner Tregoe
15. Logistics and Supply Chain strategy by Chulalongkorn Transportation Institute
16. APIC – CPIM courses ;
 - Basic Supply Chain Management , (module I)
 - Material Resource Planning (module II)
 - Detailed scheduling planning (module III)
 - Execution and control of operation (module IV)
 - Strategic Management of Resource (module V)
17. Demand and Supply planning new software implementation at Netherland
18. Cross Cultural
19. In house training - ISO/HACCP/GMP/HALAL
20. 5S and Continuous Improvement
21. Warehouse and Inventory Management
22. KT – Problem analysis and Decision making
23. ISO 9000/ISO 14000 / HACCP/Halal audit/
24. Ethic – Purchasing and Procurement
25. APQP & PPAP course
26. Self Certification ; Form D

Summary of Skills

Language	Reading	Writing	Speaking	Listening
English	Very Good	Very Good	Very Good	Good
Thai	Native	Native	Native	Native

Computer and Non-technical skills

Microsoft Windows, Excel , Word, Project, Power point ,Visio, AS400, Microsoft Outlook, Lotus notes, Acrobat Reader, Acrobat Standard, Adobe Illustrator Cs, CATIA, DRP and ERP
Quickly adaptable to any software required for job performance.

Rate :

Translation, Editing, Proofreading rate:word = 0.03 - 0.08 \$
 Transcriber + Translation from Thai to Eng = 160\$: one audio hour
 Transcriber (Thai) = 1.5\$: 1mins , 90\$: one audio hour
 Subtitle Eng to Thai = 200\$: 1 movie
 Virtual Assistant = 20\$: hr

Working Experience

Sep 2013 – Present

Freelancer for various client

Part time staff for some companies as the translator, editor, proofreader and validator. Some works are about the transcription which included the translation from Thai to English. Also, some works are the movies which needs the subtitle. The list of my works are in the table.

No	Project	Job Type	Period	Job Status
1	English to Thai Translation	Translator	Nov 2013	completed
2	Thai editing and Translation	Translator, Editor and	Nov 2013 - Present	On going

		Validator		
3	Bilingual online data raters needed in Thailand	Mapping Data – Google rate hub	Nov 2013 - Present	Completed
4	Assistant needed in Bangkok, Thailand for new concept	Tele-Marketing/ Sales	Nov 2013 - Present	Completed
5	Looking for English Thai Translator to assist in phone call	Interpreter	Dec 2013- Present	Completed
6	English to Thai Translation	Translator	Dec 2013	Completed
7	10719566-11371394	Translator	Dec 2013	Completed
8	English to Thai – Shell Lubricant products	Translator	Dec 2013	Completed
9	10734602-11393734	Translator	Dec 2013	Completed
10	10734581-11394064	Translator	Dec 2013	Completed
11	Mystery Shopping – Believe it or not! and Louis Tussaud's waxworks Pattaya	Mystery Shopper	Dec 2013	Completed
12	10740425-11396890	Translator	Dec 2013	Completed
13	10736108-11395263	Translator	Dec 2013	Completed
14	English to Thai Translation	Translator	Jan 2014	Completed
15	Looking for Thai Translator	Translator	Jan 2014	Completed
16	Translate pages from a Thai app to English	Translator	Jan 2014	Completed
17	10760838-11424767	Translator	Jan 2014	Completed
18	Mystery Shopping – Believe it or not! and Louis Tussaud's waxworks Pattaya	Mystery Shopper	Jan 2014	Completed
19	English to Thai Translation	Translator	Jan 2014	Completed
20	Thai to English Transcription Translation Proofreading	Transcriber	Jan 2014	Completed
21	Thai or Vietnamese Link Builder	Virtual Assistant	Jan 2014	Completed
22	English to Thai Translations	Translator	Jan 2014	Completed
23	25 candidates required for offline work	Virtual Assistant	Jan 2014	Completed
24	Content Translators Required	Translator	Jan 2014	Completed
25	Transcriber Thai to Thai	Transcriber	Jan 2014	Completed
26	10802954-11475465	Translator	Jan 2014	Completed
27	Media Analyst with Thai Language	Writer	Jan 2014	Withdraw by me
28	Transcriber Thai to Thai	Transcriber	Jan 2014	Completed
29	Thai to English online	Translator	Jan 2014	Completed
30	Thai Translators for Hotel Website	Translator	Jan 2014	Completed
31	10838582-11528987	Translator	Jan 2014	Completed
32	Transcriber Eng To Thai Subtitle - Superman movie	Translator	Jan 2014	Completed
33	Hotel Website Translation	Translator	Feb 2014	Completed
34	10880186-11575833	Translator	Feb 2014	Completed
35	Mystery Shopping – Believe it or not! and Louis Tussaud's	Mystery Shopper	Feb 2014	Completed

	waxworks Pattaya			
36	10942062-11647695	Translator	Feb 2014	Completed
37	Booklet – Spring course offer	Proofreader	Feb 2014	Completed
38	Google Adword/ Keyword	Ad words	Mar 2014	Completed
39	Subtitle Translation	Translator	Mar 2014	Completed
40	Hotel Website Translation	Translator	Mar 2014	Completed
41	Google Adword/ Keyword	Ad words	Mar 2014	Completed
42	TH_GooglePlayStore- InstructionsforTranslators-	Ad words	Mar 2014	Completed
43	Ad sites links - Centara Arabe, Chinois, Thai	Translator	Mar 2014	Completed
44	Google Adword/ Keyword- 11082278-11828844	Ad words	Mar 2014	Completed
45	Google Adword/ Keyword- 11082278-11828843	Ad words	Mar 2014	Completed
46	Google Adword/ Keyword- 11082278-11828849	Ad words	Mar 2014	Completed
47	Google Adword/ Keyword- 11061255-11829143	Ad words	Mar 2014	Completed
48	Google Adword/ Keyword- 11061255-11829152	Ad words	Mar 2014	Completed
49	Questionnaire TC140301	Translator	Mar 2014	Completed
50	Proofreading - Birth Cert	Proofreader	Mar 2014	Completed
51	Transcribe and translation – 10min VDO	Transcriber+Tr anslator	Mar 2014	Completed
52	Web Translation – OPLG	Translator	Mar 2014	Completed
53	Mystery Shopping – Believe it or not! and Louis Tussaud's waxworks Pattaya	Mystery Shopper	Apr 2014	Completed
54	Hotel Website Translation	Translator	Apr 2014	Completed
55	Email Marketing + SEO	Translator	May 2014	Completed
56	Kwando Database FINAL ENG to Thai	Translator	May 2014	Completed
57	Hotel Website Translation	Translator	May 2014	On going
58	18 clips – Youtube Translation	Translator	May 2014	Completed
59	E07640 ACT Messaging Detailing - questionnaire_V8_updated for CHN (consultants)_clean version	Translator	May 2014	Completed
60	E07640 Aesthetic Tracker - Messaging Detailing - questionnaire_Thailand approved_20140321	Translator	May 2014	Completed

Apr 2013 – Sep2013
Position
Job Description.

PPCnSEO Co., LTD / Pattaya Trader
Business Development Executive

Seek for the opportunity to support the expanding business. Approaching to the current the customer for the new advertising tools . Keep the relationship with the existing customer. Make the appointment with the customers to seek for the opportunity to support them with the company's tools.

April 2012 – Mar2013 Air International Thermal system (automotive)
Position Supply Chain Section Head

Job Description

Coordinate with Global for customer order receive , forecast and give the feedback to the customer if we can meet their requirement. Generate the booking and issue it to the forwarders in order to book the vessel and ensure that the delivery will meet the customer request. Freight cost review and budget plan.

Production planning and material planning to ensure that the plant will run smoothly and no supply shortage. Inventory and Warehouse control.

Oct 2007 - April 2012 Purac Thailand (Bio Chemical Product)
Position Planner

Job Description

Coordinate with the Global Supply Chain Planner at the HQ to formulate aligned master production plan. Production planning and material planning on monthly ,weekly and daily basis. ERP Implementation for supporting Planning works. Bill of materials generation and editing. Item Master set up and review. Inventory and Warehouse control.

May 2005 – Oct 2007 Electrolux Thailand Co., Ltd (Home Appliance)
Position Bill of Materials (BOM) Specialist

Job Description

Item Master creation and maintenance. Prepare the preliminary BOM. Prepare ECR and ECN (Engineering change request/Engineering change note) for any change request. Document control for BOM , ECN/ECR , Drawings. Prepare the standard labels.

June 2003 - Apr 2004 Saint Gobain Sekurit (Automotive Glass)
Position Senior Planning Supervisor

Job Description

Production planning and material planning. Stock control and warehouse management. BOM review and set up.

Jul 2000 - Jan 2003 Cardinal Health (Surgical Gloves)
Position Planning Officer

Job Description

Production planning and material planning on daily ,weekly basis. Call off the raw materials to ensure that there will be no supply shortage. Make a shipping and sterilization plan. Coordinate with Global Planning Manager to align with the capacity and volume.

Jun 1997 - Jun 2000 Thai Hitachi Enamel Wire
Position Planning Engineer

Job Description

Production planning and Material planning. Capacity review. Inventory and Warehouse control.

Reference

1. Arountip Asawaplungchai Senior HR specialist -Electrolux Tel. 081 4480466
2. Sasithorn Samansinth HR Manager – Cardinal Health 222 Tel. 0819357205
3. Phibulvit Krubkrabi HR Director Purac Thailand
4. Theeraphap Trakarnphol - Assistant HR Manager Purac Thailand Tel. 088 002 8242
5. John Choi (Juhwan Choi) Language Editor Manager, Asia Pacific Region Tel:+86 (21) 6473 0084
6. Dheeraj Agarwal Senior HR Manager PHIMETRICS Mumbai
Tel. No:+91 22 61512500 (ext-538) | Mobile:+91- 98 20 534701
7. Jeannie Ng - Director Wholistic Den Tel : +31.619.758.962 +60.17.647.0934 (Malaysia)
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