

NAPAKAORN BUATONG

Sustainable Design Researcher

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EXPERIENCE

Assistant Manager & Office Manager 2017 - Present Wealth Corporation Bangkok

Provided administrative support to the manager of a trading company of consumer product focusing on beauty and wellbeing product distributed through a famous convenience store chain, 7-11 and other department stores. Maintained project files and documents, organized meetings, and prepared reports. Managed correspondence between outsources, suppliers and coordinate with government agencies.

- Maintain and manage high-level management's schedule and sophisticated calendar for internal meetings, external meetings, and oversea travel arrangements.
- Coordinated and scheduled management meetings, conferences room reservations, catering and special events.
- Provide administrative assistance to manager during clients meeting and internal meetings including meeting minutes, scheduling, and preparation.
- Prepare reports and presentations as requested by researching information and conducting analysis.
- Handle in-coming calls and documents from office, warehouse, transport team, shipping and clearance team and government relations.
- Evaluated supplier's changes of proposal before approval.
- Provide monthly financial and product performance review to management team.
- Participated in product review and new product development resulting in increased sales about 15 MB. in 2021.
- Ensure all tasks are assigned and delivered successfully.
- Organized and managed project files, resulting in quick and efficient access to information.
- Engaged in artwork and product design selection.
- Provided excellent customer service to clients including collecting feedback of improvement request and complaint.

Personal assistant to Senior Project Manager & Site office administrator At Four season residence 2015 - 2016 Archetype Construction Consultant Bangkok

Provided personal and administrative support to senior project manager of an international construction consultancy company managing an exclusive luxury project, Four seasons private residences and Capella Bangkok hotel. Managed phone calls and correspondence, schedule meetings, and prepare reports. Organized files and ensure the condition of office facilities.

- Managed phone calls and incoming - outgoing correspondence.
- In charged of welcoming and hosting clients and visitors during site office visit.
- Tracked and filled correspondence and construction material reports.
- Organized and manage company e-filing system for quick and efficient access to information.

SUMMARY

Dedicated and experienced Assistant with a passion for delivering superior services to executive team and an organization.

Skilled in managing administrative task, organizing, and supporting teams. Creative, strong communication, interpersonal skills and problem-solving skills.

STRENGTHS

★ Communication Skills

📅 Organizational Skills

🏆 Problem-Solving Skills

💡 Creative Skills

SKILLS

MS Office · Outlook · Photoshop ·
Adobe Illustrator · Google sketch up ·
Hand drawing
AutoCAD, Grasshopper (Beginner)

LANGUAGES

English Excellent ●●●●●

Thai Excellent ●●●●●

EXPERIENCE

- Scheduled and coordinated meetings with project team members, project manager, construction manager, contractor, architects, and engineers to maintain effective communication and collaboration.
- Assisted project manager during meetings, taking meeting minute and update to distribute among team members.
- Collected data and prepared monthly report for management team and client review.
- Maintain accurate records of office supplies and protective gears to make sure they are sufficient and in good condition.
- Provide administration support and maintained office in well organized and neat condition.
- Assisted personal support, travel arrangement, ticket booking and accommodation.

Assistant Manager

2014

Wealth Corporation

Bangkok

Provided administrative support to the manager. Handling phone call and documents, organized meetings, and prepared reports. Coordinated travel arrangement and expense report.

- Managed phone calls and correspondence for effective communication between clients and suppliers.
- Organized travel arrangements and managed expense reports for accurate record-keeping.
- Prepared reports and presentations, resulting in effective communication of information.
- Coordinated correspondence with Japanese and Chinese suppliers, Shipping agent and warehouse for timely and effective workflow.
- Provide general administrative support to manager and team members.

Interior Designer Junior

2014

AtDecor

Songkhla

Provided comprehensive support to CEO and senior interior designer. Designed variety of interior space.

- Assisted CEO in client meeting by collecting client's requirement and taking site dimension.
- Supported senior interior designer such as materials handling, furniture surveying, build-in finishing and design checking for its practicality and aesthetically pleasing.
- Designed and planned interior spaces for clients.
- Created 3D model and presentation using SketchUp.

EDUCATION

Bachelor of Science in Architectural Design (INDA) – 2nd Class Honours

The International Program in Design and Architecture at the Faculty of Architecture, Chulalongkorn University

2009 - 2013

Bangkok, TH

International Exchange Program (Year4)

Faculty of Architecture
University of Hawaii, Manoa

2013

Hawaii, USA