

## MONICA JANTAWEE



### SUMMARY OF QUALIFICATIONS

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- Proficiency in English writing, speaking, and listening skill with TOEIC score of 925 out of 990 in 2019.
  - Adept in use of 3D modeling software like Rhinoceros, Illustrator, Photoshop, and Microsoft Office.
  - Has experience in designing digital platform, app designs and system for paperless workflow for packaging sales office.
  - Ability to work collaboratively and complete tasks within pressuring deadlines and busy environment.
  - Customer service ability, handling pressure from customers
  - Have experience as Sales Coordinator/Customer Service (2019-current), freelance Line stickers designer, English language tutor (2018-2019), cashier at construction hardware store (Summer 2016), and food server (2013-2015).
  - Participants of The Playground, Design Build Workshop (Summer 2017) and The Playhouse, Design and Construction for Community Workshop (Summer 2018)
  - Staff at CU Environmental Club camps (Winter 2015, Summer 2016)
  - Coursework completed in Architectural Design, Environmental Technology and Integrative Building System Design, Architecture and Urbanism, Building Economics and Real Estate Development, Proposal Writing for Architecture, and Architectural Management.
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## EDUCATION

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2015 – 2019	Chulalongkorn University	Bangkok, Thailand
Bachelor of Science, Architecture Design (Degree completed)		
2012 – 2015	Eastmont High School	East Wenatchee, WA
High School Diploma		
2009 – 2012	Satriwittaya School	Bangkok, Thailand
Gifted Math and Science Program		

## HOBBIES

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- Painting watercolor, sketching
- Playing moba
- Listening to audio books and podcasts
- Cooking, trying out recipes on internet
- Caring for my plants

## PROFESSIONAL AND VOLUNTEER EXPERIENCE

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*From: 28/10/2019*                      *Organization: Dai Nippon Printing (Thailand)*  
*To: Current*                              *Co.Ltd*  
*Site: Sukhumvit, Bangkok*

### *Customer Service Officer*

- Receive orders from customers and coordinate to factories in Japan and Vietnam.
- In charged of issuing documents such as PI, PO, Invoices.
- Manage delivery schedule to ensure product and document arrive on time.
- Checking flexible packaging designs sent from customer before passing to prepress team at factories.
- Responsible in developing digital platform with applications for efficient, paperless workflow of Sales and CS departments.
- Assisted in digital marketing project

*From: 04/06/2018*                      *Organization: INDA*  
*To: 27/07/2018*                      *Course: Design and Construction Project for*  
*Community*  
*Site: Darunsuksa School*  
*Nakornsawan, Thailand*

### *Design Team member*

- Design and produce model as well as technical drawings for the Playhouse, a bookshelf that also functions as a playground.
- In charge of coordinating between school staff (client) and design team, and contractor.
- Finding materials for the construction of the Playhouse
- Assisted in filming and documenting video footages throughout the project.
- Responsible for maintaining the project's Facebook page

*From: 03/01/2018  
To: 15/01/2018*

*Organization: INDA & Meiji University  
&Korean University  
Course: DEX 2018 International Workshop  
Site: Bang Kachao  
Bangkok, Thailand*

***Participant***

- Working in team to design and make physical models for our proposal.
- In charged of making master plans drawings and some renders.
- Responsible for making plan of existing site from survey.
- Conducting interviews with locals at Bang Kachao.
- Presenting the proposal to students and professors from INDA, Meiji University, and Korean University at the final review.

*From: 05/06/2017  
To: 28/07/2017*

*Organization: INDA  
Course: Design-Build Workshop  
Site: Bang Rak District Firefighter Flat  
Bangkok, Thailand*

***Design Team Member***

- Coordinate with the head of Bang Rak District Fire Department to request permission for building the playground
- Engaged with client in order to create a thorough understanding of the project based on their needs and the team design.
- Involved in the designing and model making processes.
- Searched for contractor and work with them to execute the project.
- Documenting expenses and budget of the project.

*From: 05/2019  
To: Present*

*Ratchasima P. Phan Co.,Ltd (ราชสีมา ป. ภัณฑท์ จำกัด)  
Nakorn Ratchasima, Thailand*

***Shopkeeper/ Cashier***

- Finding products, informing price, and billing
- In charged of the cashier
- In charged of inventory control on computer system
- Controlling the cement plant up to the order on the bill.
- Checking daily sales and make sure that sales matches with amount on the system.
- Managing business Facebook page
- \*This job is a family business. I have been working here since 2016 during the summer when free from the summer workshops at the University.

*From: 02/2018  
To: 04/2019*

*Siam area, along BTS/MRT lines, video call  
Bangkok*

***Part Time Tutor***

- Create advertisement and posts on various social medial channels.
- Summarize lessons and create tutoring in paper documents and digital files like slides.

- Organizing digital materials on Google drive for the students that prefer to learn through video calls.

*From: 08/2013  
To: 03/2015*

*Thongbai Thai Restaurant  
Wenatchee, WA*

***Food Server/ Cashier***

- Experienced in servicing customers, taking orders, making beverages, and serving food according to the order
- Taking orders via phone call
- Responsible for cleaning job and assisted in kitchen when needed.
- Perform cashier duties

**ACTIVITIES**

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*From: 19/12/2016  
To: 28/12/2016*

*CU Catholic Club Choir  
Bangkok, Thailand*

***Volunteer, Participant***

- Attended choir practices and rehearsal for a week before stage performance. Choir sang at different churches during Christmas season.
- Participated in the Soprano section of the choir

*From: 22/05/2016  
To: 28/05/2016*

*CU Environmental Club Youth Camp  
at PhuKhiao  
Chaiyaphum, Thailand*

***Staff***

- Attended meetings to come up with plans and recreational activities
- Responsible for a billboard production which was used to promote the youth camp. My role was to design the presentation of the billboard.
- Supervising camp's participants.
- Perform duties such as cooking, cleaning, and getting the participants engaged in the recreational and entertaining activities.
- Assisted in guiding stargazing and bird watching activities.

*From: 20/12/2015  
To: 27/12/2015*

*CU Environmental Club Camp at AumPhang  
Tak, Thailand*

***Participant***

- Participated in group activities that helped to improve communication and presentation skill.
- Trained to see the importance in protecting and preserving nature.
- Learn about the controversy of the mountain tribe Pga K'nyau and their land which happens to be in the preserved forest zone.
- Learned stargazing and bird watching.
- Participated in activities with Pga K'nyau community including staying at their houses to learn about their way of living, assisting in teaching arts and Thai language classes at local school, and serving lunch to children.