

Miss Siriwan Saengthong (Kook)

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Education and Diploma:

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|------------------------------------|--|
| October 2001 – October 2003 | Master of Management Business Administration with Honor
Strayer University, Washington DC, USA |
| June 2003 – January 2004 | Diploma of Fundamental Pastry Technique
L'academie de Cuisine, Maryland, USA |
| May 1997 – March 2001 | Bachelor of Degree of Arts,
Bangkok University, Bangkok, Thailand
Major - Tourism and Hotel Management
Minor - Business Administration |

Experiences:

- | | |
|---|--|
| August 2022 – Present | Worldwide Insurance Broker Co., Ltd.
Project Manager <ul style="list-style-type: none">▪ Main responsible for contacting between company and its Customers, introducing company profile and proposing products & services to our prospects in Direct channel. Answering queries, presenting the advantages or specific characteristic of product or service, offering advice and finding total solutions to Customers and make them trust in our products and services and finally close the deal▪ Checks and verifies the standard of service to meet the Customer's requirement. Well-coordinating with Group Operation Team of the insurance companies and maintaining customer satisfaction including all documentation works▪ Conducts Sales Presentation tools kit to present our prospects and Customers▪ Performs other duties as assigned |
| March 2022 – Present
(Part-time) | Pandin Amphan Co., Ltd.
Retail Sale Manager, Bobae Station Shopping Mall <ul style="list-style-type: none">▪ To sale the retail shops of Bobae Station Community Mall▪ Provide the sale kits for the Sale & Marketing team▪ Responsible for contacting between clients who may be the owner or the master franchises, presenting the project information, quote the quotations and follow up the clients until close the deal▪ Set up the weekly Sales Meeting with the construction team and Executive team |

November 2009 –
December 2020

PAS 409 ENGINEERING Co., Ltd. and AMPS Interior Co., Ltd.

Project Management Manager

- Motivate our teamwork and communication skills to ensure the project finishes on time and within budget
- Controlling and monitoring the construction cost
- Coordinate with Project Manager to achieve project success
- Design the main construction documents to report the boards
- Set up weekly meeting between the executives and construction teams

Human Resource Manager

- Recruiting and interviewing potential applicants on experience, skills, and education
- Performing administrative tasks
- Organizing and managing new employee orientation, on-boarding, and training programs for each positions and the staff benefits
- Updating job requirements when needed
- Contacting applicants' references
- Performing criminal background checks required by company
- Advising on company benefit needs or evaluating benefit contract bids
- Covering all legal compliance for human resource federal and state requirements
- Maintaining employee records and paperwork
- Answering employee questions and addressing employee concerns with company
- Reviewing procedures for employee safety, welfare, wellness and health
- Representing employer in the organization to compromise any incidents

Personal Assistant to Managing Director

- Support to the confidential information and main works from Managing Director
- Responsible for the documentation especially in English version of company
- Responsible for "Office Management and Administration" as a representative of Executive Management team
- Responsible for the functions of company;
 - 5th, 7th, 10th and 15th Years Anniversary
 - All workshops
 - Annually staff trip, New Year Staff Party and all internal parties
 - Individual event of each directors
- Follow up any debt or liability of company

Business Development Manager

- Design and develop marketing materials, e.g. corporate brochure, articling brochure, logo, templates, project and company profiles, power point, website, etc. to ensure consistency, update and appropriateness.
- Searching the new client, visit and maintain the existing client.
- Maintain and update the company's marketing database (e.g. client and prospect information, mailing list applications, access to financial reports, etc.)
- Internet and marketing research to support the proposal submission.
- Follow up the submitted proposal and after sale.
- Design, implement, and facilitate annual marketing plan for client relations (e.g. company events, client activities, greeting cards, client satisfaction surveys, client skills training, etc.)
- Evaluate and implement company participation in sponsorships and community programs.
- Schedule and coordinate regular meetings of the Business Development Committee and implement initiatives.
- Prepare annual marketing budget and approve including monitor marketing-related expenses.
- Responsible to construction process and directly report to owner and designer including handover the project and follow up all payments.

October 2008 – November 2009 **Owner of “Chan-Tern” Thai Restaurant, Phaholyothin 7, Bangkok**

October 2005 – May 2009 **Woods Bagot (Thailand) Ltd.; Assistant Marketing Director**

- Responsible for supporting the implementation and monitoring of the Office Marketing Plan, coordinating and integrating with the Group Marketing Manager and Group marketing Plan.
- Coordinate with the Group Marketing Manager and the Marketing Coordinators in other offices in aboard (Australia, Singapore, Hong Kong, China, Dubai etc.)
- Main contacting between the CEO, Country Manager and Project Director with clients, including our staff in the office
- Prepare focused marketing plans for individuals and for business segments
- Manage the process of preparing and presenting all submissions, capability statements and expressions of interest, ensure that tracking systems are in place and that all resources are available
- Arrange all major submissions
- Preparing the corporate presentation style and responsible for timetabling, organizing and rehearsing individuals and teams for all major presentations, interviews and speeches
- Provide the marketing materials for the office and coordinate activities within the office to support the implementation of the Office Marketing Plan
- Responsible for liaison with external agencies, including for sending press releases, client communications, organizing launches, events or other appropriate public relations activities
- Responsible for the functions of company;
 - 15 years Anniversary
 - Grand Opening “Samui Studio” and “Pattaya Branch”
 - Workshops
 - Annually staff trip, Christmas & New Year Party including the internal events of the company
- Responsible for Project Photography with the Project Directors, organize high quality photography of all significant projects
- Manage the process of maintaining the Office information for the clients and the projects information Database, including collecting contact details from the Office Manager and other senior staff; entering and updating the information regularly; training other administration staff on using the database, monitoring any problems with the database and reporting to the Group Marketing Manager
- Manage the process of maintenance of the slide and CD ROM library, including sending transparencies to Marketing Director in Australia (Head Office)
- Work with Office Manager and senior staff to coordinate regular contact with both new and existing clients. Monitor and report to the Group marketing Manager
- Prepare a regular monthly report to the Office Manager and the group Marketing manager in an agreed format, including:
 - Submissions prepared, won and lost
 - Marketing plans prepared and progress against plans
 - Client contacts and entertainments
 - Public relations opportunities, press releases, magazine articles placed
- Personal Assistant to Director of Architecture Department and Interior Design Department

August 2005 – September 2005 Four Seasons Hotel (Daily Hired); Assistant Sales Manager

- Arrange the profile and package to client
- Prepare material for F&B department
- Menu updating for each function
- Support to Sales Manager (function account)

**March 2005 – May 2005 Bangkok Arts and Crafts Co., Ltd. (by Bara Winsor Group);
Export Sales Executive**

- Responsible for clients in US & Europe Market
- Coordinate between suppliers and clients

July 2003 – January 2005 T.H.A.I. in Shirlington Thai Restaurant, VA, USA; Assistant Manager

- Responsible for client directly (on floor manager)
- Set up staff schedule weekly (servers, captains, busboy, bartenders and dishwashers)
- Coordinate to Chef, Restaurant Manager and staff
- Check store and do weekly report to Restaurant Manager and owner
- Create new menu list
- Decoration the restaurant in special occasions; Christmas & New Year, Valentine's Day, Thai New Year, Halloween, etc.

July 2003 – January 2004 Server, Bangkok Joe's Restaurant, Washington D.C., USA

June 2002 – July 2003 Server, T.H.A.I. in Shirlington, VA, USA

January 2002 – June 2002 Receptionist, T.H.A.I. in Shirlington, VA, USA

**March 1999 – May 1999 The Oriental Hotel, Bangkok
- Internship, Food and Beverage Department**

Qualification:

- Native Thai and fluent English
- Strong analytical and problem-solving problems
- Strong customer relation skills and service mind
- Sufficient with Internet Application, MS Office (Words, Excel, Power Point), MS Outlooks, Page Maker and In Design)
- Managerial skill e.g. Personnel Management, Documentation, Inventory, etc.
- Ability to handle multiple assignments under high pressure and consistently tight deadlines

Personal Information:

Gender: Female
Age: 44
Date of Birth: March 14, 1979
Nationality: Thai
Religion: Buddhist
Height: 160 cm.
Weight: 65 kg.
Marital Status: Married
Activity: Running, Cooking, Shopping, Travelling
Sport: Running, Swimming, Badminton, Jet Ski, Yoga etc.