

# Parichart Schanuel

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## OBJECTIVE

Online Translator

**PROFILE:** Good command in all aspects of the English language. Proficient in computer operations and office skills with attention to detail. Native Thai professional proficient in the English language with 10 years of translating experience.

## WORK EXPERIENCE:

### Waitress

Thai Delight Norman

761 Jenkins Ave.

Norman, Oklahoma 73069

Tel: (405) 321 8838

Reference: Mrs. Gina Promlab (817) 240 7615

July 2016 - Present

Oklahoma, USA

**Responsibilities:** Greeting the customers and Escorting customers to their tables. Delivering outstanding food and beverage service to customer. Taking orders and offering advice on the menu. Ensuring that customers enjoying their meals and taking action to correct any problems. Prepare accurate checks to the customer and proceeding the payment. Removing dishes and glasses from the tables and taking them to the kitchen for cleaning and cleaning the tables.

### Sale Representative and Marketing

Budget Car and Truck Rental

201/2 Mahidol Rd., T. Haiya

A. Muang, Chiang Mai 50100

Tel: (053) 202-871-2

References: Miss Sriprakai Keawmanee ( Northern Zone Manager)

August 2012 – October 2013

Chiang Mai, Thailand

**Responsibilities:** Complete rental transactions and agreements for customers following established guidelines and procedures for long term leasing and short term leasing. Maximizes up-sells and walk-up sales for a short leasing. Complete customers requirement prior to rent vehicles. Monitor renting car maintenance. Support staffs to achieve the sale target in monthly. Create promotions. Handle corrective active when the Zone Manager required.

### Translator/Interpreter/Coordinator

Interagency Fusion Center

(A project of U.S. Embassy, Bangkok)

Intelligence Interagency Fusion Center

3<sup>rd</sup> Development Battalion

T. Don Kaew, A. Muang

Chiang Mai, Thailand

**Reference:** Mr. Lance Mc Innis (Representative of Joint Interagency Task Force West, U.S. Embassy, Bangkok )

October 2002 – June 2012

(10 yrs experience)

ChiangMai, Thailand

***Responsibilities:***

***Translation:*** Translate program of instructions training, guide books and FM books. Official letter, memorandum translation English to Thai and Thai to English for supporting Joint Interagency Task Force West's missions.

***Production:*** Create covers and theme of training books, format files of program of instructions training, print and bind training books. Quality control, pack and ship training books to the training sites. Create brief books, PowerPoint files, certificates and plaques for briefing to an internal unit and other organizations in regional area.

***Interpretation:*** Interpret in class of training and interpret English to Thai and Thai to English for U.S. Government officers and Thai Military officers in some occasions.

***Coordination:*** Prepare, organize and coordinate the training and achieve every tasks when assigned from commanders.

**Customer Service**

February 2001 – September 2002

Budget Car and Truck Rental

Chiang Mai, Thailand

201/2 Mahidol Rd., T. Haiya

B. Muang, Chiang Mai 50100

Tel: (053) 202-871-2

References: Miss Ratana Ratanaprom ( Northern Zone Manager)

**Responsibilities:**

Customer service representative for a major international corporation in the demanding rental/lease automobile field. Working daily with Thai/Foreign governments, international and local companies and tourist in all regards concerning transportation needs. Required to account and balance excess vehicle inventory, manage short and long term vehicle accounts. Additional duties and responsibilities include scheduling fleet maintenance and record upkeep along with daily total of all receipts and monies.

**English Teacher**

May 1997- March 2000

English Department

Lamphun, Thailand

Lamphun Technical College

Lamphun – Pasang Rd.,

T. Nai Muang, A. Muang

Lamphun 51000

Tel: (053) 561-029 ext. 122

References: Mrs. Orawan Setthasathien (Facility Dept. Head)

**Responsibilities:**

English teacher in the area of technical English. Daily requirements were teaching graduating students technical writing, reading and speaking concerning the fields of electrical, automotive, machinery and construction subjects. Extra circular activities included Liberian assistant and Student activity club advisor.

**EDUCATION:**

**Bachelors Degree in Education.**

June 1993 - February 1997

Major in English Teaching

Chiang Mai, Thailand

Minor in French

From Chiang Mai University