



CIRRICULUM VITAE

CHOMPOOPHAN CHAMPONGSANTI

**548/19 Soi Wat Pai Ngeon
Chan Rd., Bangkorleam,
Bangkok 10120
Tel : 211-4355, (081) 494-5164**

Date of Birth : **July 1, 1969**
Nationality : **Thai**
Religion : **Buddhism**

Education

April 1997 : **Master of Sociology**
Eastern Michigan University, Ypsilanti Michigan, USA

April 1990 : **BS in Law**
Thammasat University

May 1986 : **High School Diploma**
Mater Dei School

Experience

- **Executive Secretary of Legal Department**
Ayudhya Capital Services Co., Ltd. (former : GE Capital (Thailand) Ltd.)
July 1997 – March 2012
 - Perform a wide range of support and administrative function including to responding to routine communication, preparing presentation materials, maintaining files and databases.
 - Assist in the organization of work related meetings, seminars, and prepare cost estimates for the meetings as needed. Liaise with the meeting participants and organizers on the logistical matters of such meetings. Coordinate the receiving of visitors as appropriate.
 - Prepare in advance all travel arrangements, including visa requests, travel requests/authorizations, hotel reservations and transportation, document and material for the mission. Maintain the supporting documents related to the executive mission needed to settle travel claims for audit purposes.
 - Establish effective working relationships with internal and external contacts at all levels.

- Work closely with colleagues to coordinate achievement of work objectives, and provide support and advice on system, methods and procedure.
 - Monitor ongoing events and activities, exchange the information internally with colleagues.
 - Research and extract information from documents, articles and share with network of supervisor and others as necessary.
 - Preparing and coordinate with Lawfirm on company corporate documents.
 - Update Share Register Book, Shareholder list and Share Certificates of the company
 - Preparing letters to Bank of Thailand on related regulations
- **Corporate Assistance**
Land & House Co., Ltd.
1992 - 1993
 - Coordinate between company and Land Department for issue the Title in Deed for Real Estate
 - Meeting every week for update working progress
- **Supervisor Assistance for Document Department**
N.Y.K. Shipping Services Co., Ltd.
1990 - 1992
 - Handling the corresponding work.
 - Preparing bill of loading for each shipment to submit to ports in America.

Activities & hobbies

- Coordinate among Thai Student Association in Michigan
- Performed Thai musical instrument "Kim" at Thai Night in Michigan
- Join Thai Musical Club at Thammasat University
- Enjoy swimming, playing badminton, reading and playing Thai musical instrument (Kim).

Skills

- Fluent in Thai and English
- Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Internet operation
- Good organizational skills, communications and interpersonal skills
- Able to handle competing priorities, deadline and multi-task in a fast pace environment.
- Able to work independently within broad guideline and as a part of team.
- Attend Translation Course during February to June, 2004.
- Attend Movie Translation course during June to July, 2008.
- Attend Professional Translation Course at The Translator and Interpreter Association of Thailand during February to April, 2012.
- Attend Translation Course at International Language & Translation Institute on August 2012.