



**Pakorn Thienthong**

Phone: 097-196-9616

E-mail: por11por@gmail.com

### **Summary of Qualifications:**

Professional writer with 8 year experience in professional writing, mainly translation, article writing and data entry. Fluent in 2 languages: Thai and English, verbal and writing. My medical formation could be a great asset for some jobs. I am passionate about language and culture. I work with companies, schools, hospitals, and individuals. I have experience in the field of customer service. Technical knowledge, complete understanding of medical terminology and translations. I have hands on experience in interpretation, translation and communication of medical information in a clinical setting, immense knowledge of medical terminology, clinical practices and healthcare system, and Familiarity with using MS Office Suite, email programs and internet service. As a bilingual translator (English/Thai) with deep insight into both languages, I am interested in obtaining the position of translator/interpreter for this project

I am knowledgeable in:

- General/Business translation
- E-mail/Letter/Written communication
- Medical translations
- Technical translations
- Legal translations
- Marketing materials
- E-commerce
- Software/Platform/IT
- Hotel/Tourism/Booking portal

I'm a very serious professional, always caring for the quality of the work I deliver and in making my clients happy with the results. I always strive for the best outcomes and to create long-term relations with my clients. I pride myself on providing the highest quality of work and will never complete the project until the client is 100% satisfied.

### **Experience:**

**jonckers**

**Translator (English/Thai)      Freelance**

**2018-Present**

E-commerce localization **ENGLISH- THAI**

E-commerce content is done in **WordsOnline**, an online web editor we use for **post-editing** projects.

Translation English –Thai, both human and Machine Translation

## Genco

Novel English Thai Translation

## Appen

Documents English – Thai Translation

### Medical Translator / interpreter (Project base contract)

- Provides interpreting services for Non Thai patients and Emergency Center providers during clinical and non-clinical encounters
- Provides Documents translation in the presence of provider and/or other medical staff
- Reviewed and translated written information for patients and family
- Translate hospital guideline for staffs
- Reviewed and translated written medical information, consent forms and correspondence
- Prepared accurate work records and documents, on time

## Hearti (Thailand)

2018

Chief of operation.

### Responsibilities:

- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Oversee daily operations of the company and the work of executives (IT, Marketing, Sales, and Finance etc.)
- Lead employees to encourage maximum performance and dedication
- Evaluate performance by analyzing and interpreting data and metrics
- Write and submit reports to the CEO in all matters of importance
- Assist CEO in fundraising ventures
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Manage relationships with partners/vendors

## Fico Group Corporation

General Manager

2014- 2018

### Responsibilities:

Manage overall operations of sub companies of Fico Group, main duties included Hiring, KPI, marketing, P&L and overall performance. Operations – Direct and oversee day-to-day activities and all projects from inception to conclusion, provide management assistance and oversight, delegating tasks, forming working team, and following up progress.

Planning- provide leadership and vision to the organization by assisting the staff with the development of long range and annual plan, and with the evaluation and reporting of the progress on plan.

Oversee preparation of summarizing progress on short and long range plans.

Ensure accurate documentation and flowchart to business processes

**TBWA (Thailand) Co., Ltd.**

**September 2010 – 2014**

**Digital Project Manager**

**Responsibilities:**

- Responsible for designing, producing and maintaining internet/online media development projects, resources planning, tracking implementation, control scope, estimate risk and communicating with production team
- Plan and execute of project plans according to strict deadline and within budget, including acquiring resources and coordinating the efforts of team members and third-party contractors in order to deliver projects according to the plan
- Involve with the technical and graphical aspects of a website – how the site works and how it looks, maintenance and update of an existing site
- Define project scope, goals and deliverables that support business goals
- Test the website and identify any technical problems
- Act as a project liaison between clients and production staff
- Financial planning, budgeting, control and maintenance over the media development financial plans
- Estimate the resources and budget needed to achieve project goals
- Draft and submit budget proposals and recommend subsequent budget changes where necessary.
- Client references: Nestle, McDonald, Tipco, CAT, SCG, PTT, Yamaha, Nuskun

**360 Innovative**

**2009-2010**

**Project manager**

**Responsibilities:**

- Responsible for designing, producing and maintaining internet/online media development projects, resources planning, tracking implementation, control scope, estimate risk and communicating with production team
- Plan and execute of project plans according to strict deadline and within budget, including acquiring resources and coordinating the efforts of team members and third-party contractors in order to deliver projects according to the plan looks, maintenance and update of an existing site
- Client references: SmoothE, Ptt, Nokia

Grammy Digital  
*Digital Creative Manager*

January 2007 - 2008

**Responsibilities:**

- In charge of operation of [www.gmember.com](http://www.gmember.com)
- Lead team for creativity, outstanding design, campaign impact, and quality
- Develop and implement sales strategies to optimize opportunity to grow the business
- Identify strategic business direction, generate proposals, bidding management, pricing and organize meeting with customers to present company profile, features and product services
- Cultivate customer relationship to retain existing customers and acquire prospect customers
- Coordinate between the customers and production team to ensure smooth work flow and meet high level of customer satisfaction
- Provide consultancy and technical supports
- Create and control concept ideas on any interactive platform
- Communicate directly to clients to meet to requirements
- Monitor financial matters and control budgets of project and cash flow analysis
- Maintain quality assurance

MSN Thailand

February 2004 – December2006

**Assistant Creative Director (Marketing)**

**Responsibilities:**

- Deal with major clients, design and develop plans to meet the customer satisfaction
- In charge of managing a production work throughout a project
- Client references: Nokia, Minorgroup, Fuji, Animax, Sony, True.

Sony Disc Corporation

January 1999 – May 2001

*Web Designer, Eugene, Oregon, USA*

**Responsibilities:**

- Design of integrated intranet website
- Work in a team of three members to provide a detailed web infrastructure layout and negotiate details of the final project
- Responsibilities included both technical, design and planning aspects

**Education:**

New York University, New York, USA

May 2004

Master of Professional studies (M.P.S)

Major: Interactive telecommunications program

Tisch School of the Arts

University of Oregon, Eugene, Oregon, USA

May 2000

Bachelor of Fine Art

Major: Multimedia Design

**Software:** HTML, FLASH, Action script, Java script, PHP, Dreamweaver, Perl, Mysql, Photoshop, Illustrator, After effect, premier, 3 D Studio Max.

**Award & Recognition:**

- “New and Young Business Builder” 2009 Money Channel

30 minutes interview shown in Money channel

**Personal Data:**      DOB: 11 May 1977

Gender: Male

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