

CURRICULUM VITAE

SURISAK NITIPAVACHON

CONTACT INFORMATION

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SUMMARY

- Bi-lingual and Multi-cultured from education and work experience in six countries
- Six years of experience as translation/localization project manager
- Eleven years of experience as a translator and teacher/trainer ranging from primary school to corporate level
- Four years of experience in IT Project Management in a multi-national company, Holcim, a leading supplier of cement in over 70 countries
- Bachelors program graduate from Mahidol University International College in Computer Science

EMPLOYMENT HISTORY

United Languages 2003-Current

OWNER, MANAGING DIRECTOR, PROJECT MANAGER AND TRANSLATOR

- Translate, Proofread and/or Manage translation projects and interpretation jobs
- Prepare transport and accommodation for translators/interpreters working on site
- Recruit and screen new potential translators as well as train to use required software
- Manage SEO and Google Adwords campaign for United Lanuages
- Web administrator and content editor

Frank International Ltd

2014-Current

TRADEMARK AGENT AND LEGAL CONSULTANT

- Registering, renewing, providing legal consultation, reporting for Trademarks in and outside the Kingdom of Thailand
- Develop work processes and operation with Google Apps and other software
- Train users to use Trados
- Translate specifications of items for registration and filing reports

PLECOTECH

2011

PROJECT MANAGER / QLIKVIEW PROGRAMMER

- Oversee, manage team, develop project throughout the Project Life Cycle
- Integrate database with QlikView and customize reports for Clients
- Install QlikView servers with security and ensure appropriate data is accessible from mobile phones, tablets and computers for each level of user
- Deliver Pre-sales presentation on QlikView (BI Tool) and Plecotech
- Website content editor and administrator

HOLCIM SERVICES (ASIA)

2008-2011

PROJECT COORDINATOR OF PROJECT CONTROL OFFICE

- Conduct meetings between regional group companies and Project Managers of technical teams to plan project details (requirements, schedule, budget)
- Conduct Project Management Approach training for local and expatriate Project Managers
- Conduct Risk Management training and workshops to identify risks, opportunities, and mitigation actions for proposed projects in five year period business plans
- Project status and budget monitoring / reporting
- Gather and challenge Project Managers on proposals for IT projects
- Challenge, approve and allocate budget to projects managers
- Ensure resources are available for each project before approval
- Prepare contracts with Project Managers and clients throughout Asia Pacific region (Singapore, Vietnam, Malaysia, Indonesia, Philippines, Thailand) and ensure that both the technical aspects are clear and understood by client Verify deliverables with Project Managers before hand over

CONSULTANTS OF TECHNOLOGY

2007-2008

INTERNATIONAL BUSINESS DEVELOPMENT TEAM LEADER

- Attend meetings for and submit reports to the Managing Director
- Manage client relationships all sectors (government, private, NGOs)
- Work with technical departments to prepare presentations, proposals, TOR in Thai and/or English
- Web administrator for Company Website
- Editor for company brochures and newsletters

WEBSITE AND DATABASE DEVELOPMENT PROJECT MANAGER

- Map out work process of all departments and design database to support accordingly
- Design user interface and backend of website for online management reports
- Tested functionality and user level authentication
- Developed manual in Thai and English and trained users

LPS LANGUAGE SCHOOL

2007

TEACHER / COORDINATOR

- Oversee English language teachers for five schools (twelve teachers total) and ensure that teaching methods and material align with standards, guidelines and curriculum provided and that directives of Head Office are followed
- Substitute teacher when necessary
- Evaluate and report teachers' lessons on methodology and quality
- Contact, interview, and screen new potential teachers by administering tests

EDUCATION

YEAR GRADUATED

- | | |
|--|------|
| • Mahidol University International College, Faculty of Science, Thailand | 2006 |
| • Victoria University of Technology, Melbourne, Australia | 2002 |
| • El Camino College, L.A., USA | 2000 |
| • Ruamrudee International School, Thailand (Grade 11-12) | 1998 |
| • Taylor's College, Australia (Grade 11) | 1996 |
| • Bangkok Patana School, Thailand (Grade 10) | 1995 |
| • St. Andrews High School, Canada (Grade 9) | 1994 |
| • Lincoln International School, Nepal (Grade 5-8) | 1993 |
| • Jakarta International School, Indonesia (Kindergarten – Grade 4) | 1989 |

SOFTWARE / CAT TOOLS

Trados 2014, SDLX Lite, Dejavu, PO Edit, QlikView, Microsoft Office, Microsoft Visio, Primavera, Adobe Photoshop, Illustrator, Adobe Acrobat, Flash MX, SAP, Lotus Notes, Microsoft Outlook, MindMapper, SnagIt, MySQL, WordPress

TRAINING

Quality Management System, Change Management, Breakthrough Transformation Change, Business Writing, Attitude Virus, Customer Service Star with Confidence, First Aid, Work Ergonomics, Flash MX, SEO

REFERENCES

Available upon request