

# RATCHANEE KOKAEW

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A. Thalang, Phuket 83110  
Thailand  
Telephone: +66 (0)80 719 8827  
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## CURRENT EXPERIENCE

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### Worldwide Internship (Thailand) Co., Ltd. Administrative Assistant

2010 - 2012

- Responsible for seeking new market opportunities for Internships Thailand and Events Thailand located in Phuket and the South of Thailand;
- Assisting the Managing Director and the Events, Sales & Marketing Manager in various tasks such as translation, reporting, global searches;
- Responsible for sustaining good relationship with the different local partners and government officials.

## EARLY CAREER BACKGROUND

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Company	Position Held	Dates
Jones Lang LaSalle	Properties Mgmt Administrator	2009 - 2010
Amanpuri Resort	Restaurant Hostess	2007 - 2009
Protocol Design	Sales & Account Administrator	2004 - 2007

## ACADEMIC BACKGROUND

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- Bachelor in Tourism Ratchapat University 2007
- H. Vocational in Tourism Phuket Vocational College 2004
- Vocational in Tourism Phuket Vocational College 2001

## SKILLS

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- Good knowledge of Microsoft Office, Open Office, Internet search
- Typing: English at 50 words / min. and Thai at 47 words / min.

## PERSONAL DETAILS

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**Date of Birth** May 12, 1984  
**Nationality** Thai  
**Marital Status** Single  
**Driving Licence** Car and Motorbike

REFERENCES AVAILABLE UPON REQUEST