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EDUCATION BACKGROUND

2016 to present **BACHELOR OF ARTS – ENGLISH PROGRAMME (in progress)**

Sukhothai Thammathirat Open University (Thailand)

2011 **DIPLOMA in Art in Graphic Design (Pass with Merit)**

London Art College (United Kingdom)

2006 **MATHAYOM Degree (High School) (Sciences)**

Khaophanon Withayakhom (Thailand) – GPA: 3.3

PROFESSIONAL BACKGROUND

S.B.I.E. co., Ltd (Thailand, www.anglosingapore.ac.th) | September 2014 – Present

- Activity: Education (international school)
- Position: Admissions and marketing

Admissions and marketing

- Welcomes prospective student y processing paperwork, interviewing applicant, arranging and conducting campus tour
- Process incoming applications, checking qualifications, the validity of decisions and authenticity of results
- Manage the admissions processing of a portfolio of programmes in close liaison with academic departments, applying agreed criteria to make admissions decisions consistently and fairly
- Handle telephone and email enquiries from prospective students, their parents, teachers and advisers independently and in a timely and professional manner
- Monitor the responses of applicants to decisions and provide data to faculties and departments on applicant status and workflow
- Prepares admissions reports by collecting, analyzing, and summarizing data and trends
- Schedule and conduct interviews, pursue qualified candidates for enrollment
- Participate in appropriate recruitment and enrollment activities including: open houses, regional presentations, training sessions, orientation programs, career days, etc.
- Liaise regularly with both academic and administrative staff
- Key in database (WCBS) of new applicants
- Organize the education fair/events to promote school
- Involve in website for marketing purposes (google AdWords, SEO, PPC)
- Create content for magazine and facebook
- Other duties as assigned

A Product of Pacific Stronghold Ltd (Thailand, www.officefirst.net) | September 2013 – May 2014

- Activity: Serviced and virtual office for rent
- Position: Marketing Executive, Sales Support, Receptionist

Marketing & Sales Support and Receptionist

- Direct sales to customer/presenting the services offered
- Prepare a necessary information and documents to customer as required
- Create content for blogs, Facebook and magazine
- Coordinate the project for the company website
- Welcome company's clients, guests and visitors with a professional personality
- Manage incoming and outgoing calls both local and international calls
- Handle telephone and email enquiries from prospective clients
- Manage all meeting rooms and schedule appointment as required
- Handle the courier services
- Assist CSR team if need be

Graphic design & Communications

- Design the banners for the website
- Promotional brochure/voucher/events poster
- Other design as assigned

St Theresa International College (Thailand, www.stic.ac.th) | October 2012 – July 2013

- Activity: Higher education institution
- Position: Marketing, public relations and graphic design

Marketing & International Relations

- Direct marketing
- On-site marketing: promotion of academic programme at booths in study fairs
- International relations officer

Graphic design & Communication

- Design of the new website
- Promotional brochures and posters
- Academic journal covers
- Photographer

Assistant and Project Coordinator to Oliver De Meistre | June 2006 – September 2012

- Activity: Startup (Consultant company)
- Position: Assistant to CEO's task force manager (Oliver De Meistre)

Project coordinator

- International project management
- Business development, product promotion (academic products, research, industrial products)
- Smart communication, image building, leverage
- Artwork on technical handbooks published by United Nations Public Administration
- Public relations

PEG S.A. (Switzerland, www.pegeng.ch) | November 2008 – March 2012

- Activity: World's leading consulting company in the cement industry
- Position: Assistant to CEO's task force manager (Oliver De Meistre)

Vista Multimedia (Switzerland, www.vistamultimedia.ch) | June 2009 – June 2011

- Activity: Multimedia communication company
- Position: Asia-based 3D animation project coordinator

- Coordinate the projects in Asian
- Coordinating project schedules, resources, equipment and information
- Ensuring that clients' needs are met as the project evolves
- Determining project changes
- Create a project management calendar for fulfilling each goal and objective
- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures

Maha Sarakham University (Thailand, www.msu.ac.th) | Year 2010

- Activity: Higher education institution
 - Position: Business relation officer
- Translation of documents from Thai into English
 - Handle phone in and out (locally and internationally)
 - Assist administrative works and other duties as assigned

LANGUAGES

ENGLISH – Fluent (Working knowledge)

FRENCH – Fluent (DILF French-language Proficiency Test Score: 92.25/100)

THAI – Mother tongue

TRAVELING AND KNOWLEDGE OF CULTURE

Extensive knowledge of image & communication-related international standards RESIDENCY IN OR TRIPS TO: France (2 years), Switzerland (1 year), Malaysia (3 weeks), The Philippines, Taiwan, Vietnam

COMPUTER KNOWLEDGE

OFFICE – Working knowledge (MS Word, MS Excel, MS Power Point, Mac Pages)

MULTIMEDIA – Working knowledge (Photoshop), General knowledge of Dreamweaver and php language

SOCIAL MEDIA – Facebook, Instagram, Linkin, Google share