

JITTIMA UNSRISONG

245 Moo 11 Tambon Kongkwai, Muang, Nan 55000

080-919-4632 | jittima.unsrison@gmail.com

DOB : August 8, 1997



SUMMARY STATEMENT

A fast learner with high responsibility fresh-graduate student. Double majored in International Development Cooperation and International Trade and Economic Development. Experienced in providing administrative support and customer service in a multicultural environment in international organizations. Possessing a high degree of coordination and time management skills. Having a positive can-do attitude, aiming to support the team to achieve the objectives of any project.

CORE QUALIFICATIONS

- Digital marketing
- Advanced MS Office
- Presentation
- Information analysis
- Coordination
- Customer service and CRM
- Time management
- Communication and negotiation
- Work ethic
- Adaptability
- Interpersonal skills

EDUCATION

Master of Global Affairs & Policy (GPA 3.98/4.30)

Field of concentrations: International Development Cooperation
International Trade and Economic Development

Yonsei University — Seoul, South Korea

2021-2023

Bachelor of Arts (GPA 3.47/4.00)

Major: English, Minor: Korean

Chulalongkorn University — Bangkok, Thailand

2016-2020

PROFESSIONAL EXPERIENCE

Customer Service

01.2022-12.2022

E9pay — Seoul, South Korea

- Provided support and services for Thai customers who wanted to apply for or confronted difficulties using the application via phones and social networks
- Cooperated with Korean staff and other teams to ensure the smooth operation of the remittance of Thai customers and effectively responded to their inquiries
- Helped team increase the number of Thai customers from approximately 5,000 to 9,000 customers
- Conducted both online and offline marketing and promotions, increasing overall remittance amounts from Korea to Thailand and transaction fees received by 170%

Administrative Intern

12.2019-01.2020

Thai Trade Center, Seoul, Office of Commercial Affairs,

Royal Thai Embassy — Seoul, South Korea

- Translated documents from English to Thai and vice versa
- Produced a report and gave a presentation about Korean startups
- Summarized important weekly news related to Thai and Korean economics and trade

Administrative Intern

06.2019-08.2019

Regional Environment Office (REO),
United States Agency for International Development (USAID),
The U.S. Embassy Bangkok — Bangkok, Thailand

- Provided administrative support to both Thai and American staff in Regional Environment Office such as emailing, filing documents, and arranging meetings.
- Presented an observation report about Regional Training on Post State Measures Implementation for Inspectors in Southeast Asia.
- Created travel policy and operational procedures presentation for team members.
- Attended brief sessions provided by each office in USAID to learn how USAID organizes and runs ODA projects

EXTRA-CURRICULAR ACTIVITIES

The Korean Studies Workshop for Thai Educators 2018

- Greeted, welcomed, and provided attendants comfort and convenience
- Helped professors organize the event.

The 8th Korean Festival 2018

- Communicated and coordinated with other staff to smoothly run the Korean food booth

Arts-Veterinary Camp 2017

- Taught mathematics for 4 classes of 6th-grade students, approximately 40 students in each class
- Entertained and created class activities by applying organization, time management, and coordination skills to run classes properly.

Head of High School's art section 2014-2015

- Planned, designed, and created props, billboards, or any art pieces in every school activity according to the given budgets of each project
- Attended meetings and cooperated with heads from other teams to come up with themes and schemes for every school activities
- Allocated duties for team members and prioritized work to punctually finish each project and tried to reduce mistakes and much as possible

AWARDS AND HONORS

- 2021 FALL Dean's List
- Bachelor of Arts 2nd Class Honors

GRANTS AND FELLOWSHIP

- POSCO Asia Fellowship 2020

LANGUAGE SKILLS

- Thai (Native)
- English (Fluent: TOEIC 920)
- Korean (Conversational: TOPIK 4)

FAMILY MEMBERS

- Father : Mr. Daroon Unsrisong (DOB : May 9, 1966)
- Mother : Mrs. Rumpai Unsrisong (DOB : January 20, 1967)
- Older brother : Mr. Metus Unsrisong (DOB : February 8, 1994)

EXPECTED SALARIES

- 30,000 THB (Negotiable)