

Saranee Maneesang

Sales Coordinator

Hr Recruiter

Customer Support

Corporate Social Responsibility



Contact Information

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About Me

My name is Ms. Saranee Maneesang, nickname May, born on 24 February 2000, currently 25 years old. I hold a valid driver’s license and own a personal vehicle. I am now seeking new opportunities to transition from the academic sector to a position that aligns with my prior experience, particularly in customer service, partner relations, support, and coordination.

I am eager to join a leading company or a fast-growing startup in Rayong Province, where I can apply my skills, adapt to new challenges, and continuously learn and develop myself to stay ahead in a rapidly changing environment.

Expertise

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| • Canva: | Excellent |
| • Microsoft Word: | Excellent |
| • Microsoft PowerPoint: | Good |
| • Microsoft Excel: | Good |
| • Microsoft Power BI: | Fair |
| • Communication in Thai: | Excellent |
| • Communication in English: | Fair |
| • Teamwork: | Excellent |

Work Experience

Assistant Head of Thai Language Department

2023 to Present

Assumption College Rayong

Served as the Assistant Head of the Thai Language Department under the Academic Division, with responsibilities including coordinating, supervising, monitoring, and evaluating the performance of teachers in grades 1–6. Additionally taught Thai Language to Grade 4 students and undertook the role of a homeroom teacher, providing academic guidance and personal support to students and parents.

Student Teacher (Teaching Practicum)

2022 to 2023

Demonstration School of Srinakharinwirot University (Secondary Division)

Completed professional teaching practicum by delivering Thai Language lessons to Grade 11 students. Gained further experience by collaborating with various divisions within the school, including the Assessment and Evaluation Division, the Student Activities Division, and the International Relations Division.

SEO Content Writer (Freelance)

2021 to 2022

DIY Contents Website

Worked as a freelance content writer producing Search Engine Optimized (SEO) articles on topics such as psychology, relationships, and practical “how-to” guides. Collaborated with the editorial team to ensure the accuracy, quality, and relevance of published content.

Creative Intern

2021

Bangkok City Library

Designed and developed digital media for online platforms, including infographics, podcasts, and motion graphics. Assisted in creating and organizing educational activities in collaboration with the Bangkok Metropolitan Administration, focusing on engaging content tailored to target audiences.

Education

Srinakharinwirot University

2019 – 2023

Faculty of Education

Bachelor of Education (5-year program), Major in Lifelong Education, with a concentration in Thai Language Curriculum and Instruction.
GPAX: 3.78, First-Class Honours.

Training & Certifications

Creative Marketing

National Open University of Taiwan, 2025

Microsoft Power BI for Beginners

2025

Microsoft Thailand, 2025

References

Ms. Niorn Saengsukha Head of Academic Affairs, Assumption College Rayong Tel: 038-611-376 Email: niorn@acr.ac.th	Asst. Prof. Dr. Chananporn Arikul Program Committee, Bachelor of Education in Lifelong Education, Srinakharinwirot University Tel: – Email: chananapom@g.swu.ac.th
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