





JIRAPORN PLETIKOSA

065-275-4620 
jirapl@hotmail.com 

SKILLS & ABILITIES

- Fluent in the English language TOEIC : 865 (September 29, 2018)
- Passionate and energetic
- Planning and organizational skills

EXPERIENCE

INTERPRETER AND HR&GA SUPPORT, THAI SEKISUI FOAM CO., LTD, CHONBURI

November, 2018 - Present

Responsible for translating conversation and documents from Thai to English and vice versa, completing administrative tasks as well as supporting Human Resources department.

SPECIAL INSTRUCTOR, MAE FAH LUANG UNIVERSITY, CHIANG RAI

June – August, 2015

Responsible for teaching 1st year undergraduate students in Intensive English Summer Course

ASSISTANT OF THE GRAND ENGLISH CAMP 2015, DAMRONGRATSONGKROH SCHOOL, CHIANG RAI

March 2015

Responsible for assisting and encouraging students to speak English during the English Camp

GUEST SERVICE AGENT, CONRAD KOH SAMUI, SURAT THANI

December 2012 – July 2014

Responsible for general front office department

RECEPTIONIST AND WAITRESS (INTERNSHIP), PHUKET GRACELAND RESORT&SPA, PHUKET

2011 – 2012

Responsible for general front office department and food & beverage department

EDUCATION

2014 – 2017 M.A. IN ENGLISH FOR PROFESSIONAL DEVELOPMENT (INTERNATIONAL PROGRAM), MAE FAH LUANG UNIVERSITY, THAILAND

GPA: 3.50, Coursework: English Linguistics, Socio-Cultural Aspects of English Language, Discourse Analysis, Second Language Acquisition, Advanced Academic Literacy

2008 – 2012 B.A. IN BUSINESS ENGLISH, UDON THANI RAJABHAT UNIVERSITY, THAILAND

GPA: 3.30, Coursework: Business English, English for Occupational Purposes, English for Hotel Industry, English for Tourism, English for Secretary, Spoken English in Business Situations

REFERENCES

Ms. Nannapat Worakulrangson, Supervisor of HR&GA, Thai Sekisui Foam Co., Ltd. Chonburi, Tel. 038-213219 Ext.126 , 082-4682211

Assoc. Prof. Dr. Sorabud Rungrojsuwan, School of Liberal Arts, Mae Fah Luang University, E-mail. sorabud.run@mfu.ac.th, Tel. 053-916-736

Ms. Chuleeporn Tangkaew, Guest Services Manager, Conrad Koh Samui, Tel. 083-103-8986