

Curriculum Vitae



Phamanee Tougeron

I'm Thai native and I'm thirty three years old.
I speak fluently Thai, Lao, English and French.
I read and write Thai and English at professional level.
I have been working ten years in English and Thai speaking environments.

Contact

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Specialty fields for translation

- ✓ Education
- ✓ Scuba diving
- ✓ Tourism and culture
- ✓ Food and cooking
- ✓ Business and official
- ✓ Marketing and publicity
- ✓ Jewelry and gem stones

EDUCATION

- Nov 2005-May 2006: French language for foreigner with AFPA in France (speaking and writing)
- April 2005-Oct 2005: French language for foreigner with CLPS in France
- June 1996-Jan 2001: Rajabhat Suan Dusit University, Bachelor Degree of Art and Social Science, Major English
- April 1992-Feb 1993: Dusit Thani internship Program in Food and Beverage
- 1986-1991: Wapipathum High school

EXPERIENCE

- May 2007-Present: Full time freelance translator
- Jan 2007-Apr 2007: CENTRAL FESTIVAL PHUKET, Head of tour operation
- Dec 2004-Apr 2005: Interpreter between the tsunami 's victims with all the helper such as the doctor, almoner, and all the staff of the organization from abroad
- July 2004-Dec 2004, YOO LIM GOLD FACTORY CO.: International Marketing & Sales Executive
 - ✓ International Marketing & Sales Executive in Hong Kong & USA
 - ✓ Responsible for selling goods (Jewelry: Ring, Earring, Pendant, Necklace, Brooch) for oversea customer
 - ✓ Contact for giving information about the products for the customer via email, fax, telephone or in person
 - ✓ Forecasted and planned sales activities
 - ✓ Attend the Jewelry Fair in Hong Kong, Bangkok for selling and finding the new customer

- ✓ Maintained long-term relationship with the clients
 - ✓ Coordinate with the factory about the production process to inform the customer
 - ✓ Asking and following the payment from the customers
 - ✓ Making the annual sell report to the Vice President
 - ✓ Focus and find out the way to gain market share
 - ✓ Giving the idea for the designer to make the new design to match the market
 - ✓ Attend at New York office for Co-ordinate between Bangkok office and the customers in New York
- May 2002-May 2004, RMC GEMS THAI CO. LTD: Secretary to MD and Personnel Manager
 - ✓ Handled payroll salary for all staff including salary tax report, annual tax report, social insurance report
 - ✓ Responsible for document report of the management team, air ticket reservation, booth reservation for Jewelry Fair, correspondence with customer by email, telephone, fax and correspondence with the company in Hong Kong, China, India for order goods
 - ✓ Responsible for staff benefits regarding purchasing office equipment and advertising requirements
 - ✓ Co-ordinate with all staff including solving the problem, and also interpreter between Thai staff and management officers
 - ✓ Handled all boss appointment, schedule etc.
 - ✓ Translation from Thai into English for all documents such as social insurance paper, tax paper, Labour law of Thailand etc.
- Aug 1996-May 2002, World Travel Service LTD.: Tour Operations
 - ✓ Responsible for selling accommodation, Package Tour for oversea customers by email correspondence, telephone conversation and in person
 - ✓ Giving information and also solving all the problems for the customer during stay in Thailand
 - ✓ Handled the job for the tour guide and planned to get the new market
 - ✓ Arrange the new trip including trip inspection etc
 - ✓ Create the new trip where interesting for the customers
 - ✓ Coordinate with internal and external branch office to deliver efficient service to ensure service quality and customer satisfaction
 - ✓ Maintain long-term relationship with existing clients
 - ✓ Translation for tourism and marketing documents from English into Thai, and from Thai into English
- 1994-Aug 1996, Dusit Resort And Polo Club: Cook
 - ✓ Correspondence with Swiss and French Chef for order goods in the market etc
 - ✓ Cook and also create the new style for food decoration
 - ✓ Coordinate with another department such as Food & Beverage, Cleaning, Engineering, and Management officer for giving information

EXTRA

Computer skill: Word, Excel, Powerpoint, Publisher, Amadeus, Dreamweaver, Flash, Photoshop, Subtitle Workshop, FTP, etc.

Driving license and CMAS one star diver. Hobbies: diving, cooking, reading, travelling.