

# CHANALERT RUANGRONG

## PERSONAL PROFILE

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A multi-skilled freelancer with human-oriented and positive mind-sets. Highly flexible person who is efficaciously able to face and deal difficulties in different types of people and situations. Very capable in managing wide and diversified range of people for achieving mutual goals.

## EDUCATION

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**Prince of Songkla University (PSU)** **Hat Yai, Thailand**  
*Bachelor of Business Administration* 08/2012 – 05/2017

- **Current Grade Average:** 3.70 (First-class Honor)

### Scholarship Studies abroad:

**University of Essex** **Colchester, United Kingdom**  
*Essex Business School, Semester Abroad* 01/2015 – 07/2015

**Monash University Malaysia** **Kuala Lumpur, Malaysia**  
*Business and Economics, Semester Abroad* 07/2014 – 11/2014

**Hatyaiwittayalai High School (Yorwor)** **Thailand**  
*English Program* 05/2009 – 03/2012

- **Grade Average:** 3.21
- **Honors:** Achieved the second highest English score of Prince of Songkla University Entrance Examination

**Hempfield Area High School** **Greensburg, United States of America**  
*AFS Exchange Program* 08/2010 – 05/2011

- **Grade Average:** 3.90

## WORK EXPERIENCE

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**Self-Employed** **Thailand**  
*Freelance English Tutor, Editor, and Translator* 07/2012 – 07/2014, 09/2015 - Present

- Teaching students from age of 6 to 50
- Editing documents and essays in various format
- Translating documents from Thai to English and English to Thai
- Organizing English Camp for high school students

**Self-Employed** **Thailand**  
*Guest Lecturer and Speaker* 06/2016 – Present

- Guest Lecturer for **TOEIC** tutoring at Prince of Songkla University
- Guest Lecturer for **intermediate grammar** tutoring at Thaksin University
- Guest Lecturer for one-semester **GAT English** course at English Program (EP), Yorwor

- Guest Lecturer for **TOEIC & GAT English** course at SME Program, Saengthong Vitthaya School
- Guest Lecturer for **GAT English** course at SMTE Program, Phatthalung School
- Guest Speaker for motivating and inspiring Mathayom 6 and Mathayom 3 students at Yorwor
- Guest Speaker for teaching locals regarding **Digital Marketing** integrated with Thailand 4.0
- Upcoming Guest Speaker under **HR Training and Development Program** at the Dharmniti PCL, Bangkok (August 2018)

### **Summer Internship**

**The Hague, Netherlands**

*Intern at Thai Trade Center, The Hague (TTC, The Hague)*

*06/2015 – 08/2015*

- Translating weekly news and monthly market reports uploaded on DITP official website
- Designing posters and banners used in Thailand Grand Festival 2015 Event
- Occasionally visiting companies and attending meetings
- Cooperatively working with peer intern in establishing country profiles for Netherlands and Belgium

## **ACTIVITIES & VOLUNTARY WORKS**

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### **Barnado's Student Volunteer Group**

**Colchester, United Kingdom**

*Project Manager and Advertisement Manager*

*01/2015 – 04/2015*

- Fundraising for Barnado's Charity
- Planning and brainstorming with team members
- Advertising events via Facebook and Making posters and banners
- Organizing events in University of Essex, Colchester Campus

### **Volunteer Service**

**Thailand**

*Football Coach Assistant*

*05/2012 – 07/2012*

- Teaching basic skills for kids under 10 years old
- Procuring and Purchasing the relevant football equipment
- Coaching players in matches

## **SKILLS AND INTERESTS**

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### **Languages**

- Thai: Native
- English: Very Fluent (IELTS certificated)
  - TOEIC: 930/990

### **Computer Skills**

- MS Office (Word, Excel, PowerPoint)
- Others (Adobe Photoshop, Sony Vegas)

### **Interests**

- Team-Sports, Musics, DJ, Exploring the world, Languages, and Cross-Cultures

## **REFERENCES**

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Available on request.