

Kanokwan Stevens

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Employment History

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|---------------------|---|
| Jul 2008 - Present | Full-time Freelance Translator
Performing English-Thai translation and other language services for translation agencies worldwide and end clients such as Pfizer, Regeneron and Amgen |
| Feb 2005 – Jul 2008 | Foamtec International, Chonburi, Thailand
<u>Customer Service Officer</u>
Point of contact for customers, checking purchase orders and passing them on to the production line, contacting customers regarding various issues, such as purchase orders, invoices, packing lists and shipping, preparing samples for customers |
| Feb 2003 – Oct 2004 | Pan Asia Footwear, Chonburi, Thailand
<u>R&D Officer</u>
Coordinating with engineers to improve production line processes |
| Apr 2002 - Nov 2002 | Thammasat University, Bangkok, Thailand
<u>Administrative Officer, British and American Studies Programme</u>
General administrative duties, point of contact for students and arranging work permits for foreign teachers |
| Jan 2001 - Sep 2001 | Thaksin University, Songkhla, Thailand
<u>Secretary, Department of Western Languages</u>
General administrative duties, preparing documents |

Education

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| 1996 – 2000 | Thaksin University, Thailand
BEd Physical and Biological Science |
| 1993 – 1996 | Wichien Matu School, Trang, Thailand
Thai secondary school education |
| 1990 – 1993 | Buranaramluk School, Trang, Thailand
Thai secondary school education |

Memberships

- The Translator and Interpreter Association of Thailand

Specialisations

- Business Administration and Management
- Marketing
- Banking and Finance
- Education
- Medical
- Pharmaceutical
- Polymer Chemistry
- General Purpose

Languages

- Fluent in English with advanced reading skills