

EUROPASS CV



Personal Information

First Name / Surname Kotchakorn Chorptham
Address Tasmanhof 39, 3151PV Hoek van Holland
Telephone Mobile: +31(0)6 497 08 713
Email smileyinbelgium@hotmail.com
Nationalities Thai/Dutch
Date of Birth 29-07-78
Gender Female

Work experiences

Dates July 2006 -present
Occupation or position held Interpreter, writer and guide in Europe for Thai tourists
Main activities and responsibilities January 2010 – Establish my own tour company “KOTCHAKORN”
registered under Chamber of commerce Rotterdam
Type of business : Tour company (Europe inbound)
January 2010 -Interpreter crew (Dutch-English-Thai), International Film
Festival Rotterdam
Type of business :Film and entertainment event
March 2009 – May 2009 Tour organizer for Thai tourists in Benelux France
and Germany
February – March 2009 Translator and interpreter (Dutch-Thai) at Faber
Vlag BV, Markelo
Type of business : Flag, banner printing factory
January 2009 – Interpreter crew (Dutch-English-Thai), International Film
Festival Rotterdam
Type of business : Film and entertainment event

August 2006 -Writer of "Double Dutch -Teach yourself Dutch" study book for Thai learners, page and cover designed, edited, and written by me, published by my sister in Thailand

Type of business : Publisher

Name and address of employer Freelance – Self employed

Type of business or sector Language / Tourism

Dates August 2004 – November 2008

Occupation or position held Thai and Indonesian Cook

Main activities and responsibilities Assist Chef /in absence of the chef – Prepare, cook and serve hot and cold Asian meals – Ensure stock rotation, maintain record of food supplies, freezer and fridge temperature – Assist in planning/costing of menu – provide for special dietary requirements of individual customer – Order and control the quality of received products

Name and address of employer Dewi Sri & Warisan, Westerkade 20 Rotterdam, The Netherlands

Type of business or sector Hotel / Hospitality

Dates December 2002 – December 2009

Occupation or position held Shop attendant

Main activities responsibilities and Take care of end of the day cash register – Assist customer in buying artist products – issue receipts to customer and return the change – issue receipt for corporate customers -make month end report – handle return products and exchange

Name and address of employer Van Beek Art Supplies, Hoogstraat 58, Rotterdam, The Netherlands

Type of business or sector Art supplies shop

Dates January – April 2002

Occupation or position held Translator

Main activities and responsibilities Translate birth certificate, marriage certificate, sales contract and other legal document from English to Thai and vice versa – use specialist dictionaries, thesauruses and reference books to finalize the research paper translation

Name and address of employer Anna Language school, Patong, Phuket, Thailand

Type of business or sector Language / Education

Dates September 2001 – May 2002

Occupation or position held Assistant Restaurant Manager to the owner (Manager)

Main activities and responsibilities Analyse and plan restaurant sales level and profitability – plan and co-ordinate menus – coordinate the entire operation of the restaurant during

scheduled shifts – respond to customer complaints – maintain high standard of quality control, hygiene, health and safety – Greet customers and organize table reservation

Name and address of employer Karon Café Inn and Maguerita Restaurant, Karon, Phuket, Thailand
Type of business or sector Hotel / Hospitality

Dates January – July 2001

Occupation or position held European cook (training)

Main activities and responsibilities Assist Chef /in absence of the chef – Prepare, cook and serve breakfast, lunch, dinner both for restaurant and banqueting – Ensure stock rotation, maintain record of food supplies, freezer and fridge temperature – Maintain the cleanliness of the kitchen and equipment

Name and address of employer Mercure Brussels Airport Hotel, Brussels, Belgium
Type of business or sector Hotel / Hospitality

Dates November 1999 – December 2000

Occupation or position held Accounting Manager / Guide / Customer service Manager for Phuket branch

Main activities and responsibilities Ensure an accurate and timely monthly, and year end close – Follow up, collection and allocation of payment – Process and run credit card transaction for customer sales and refunds -Prioritize invoices according to cash discount potential and payment terms – Part time English guide for weekend Phuket tour – Push sales of excursions to Dutch customers – Respond to guest complaints and special requests

Name and address of employer Asian Trails Ltd, Phuket branch, Thailand
Type of business or sector Tourism

Dates November 1999 – January 2000

Occupation or position held Part-time Webmaster

Main activities and responsibilities Write hotel web content and design website to suit the image of the properties – update database and respond to the broken links report – Ensure the site get high ranking in main search engines

Name and address of employer Andaman Graphic Ltd Patong, Phuket, Thailand
Type of business or sector IT

Dates December 1998 – October 1999

Occupation or position held Night Manager promoted to Hotel Manager

Main activities and responsibilities Ensure efficient running during night operation – Responsible for night audit and ensure all the monies are kept safe – Provide guest checking in and

out and respond to guest special request during night operation – Plan the allotment for travel agencies and promotion for sales in the low season – Supervise staff in front and back of the house

Name and address of employer Le Tong Beach Hotel, Patong Beach, Phuket, Thailand
Type of business or sector Hotel / Hospitality

Education and Training

Dates March 2003 – March 2004

Title of qualification awarded Diploma Dutch as a second language

Principle subject/occupational skills Being able to take part in any dutch conversation – understand the covered language to the point of social and cultural level – Write complex work using logical structure – Understand abstract, structurally or linguistically complex texts in Dutch

Name and type of organization IB-groep Examination ROC Albeda College Rotterdam providing education and training

Level in national or international ISCED 4 classification

Dates January 2001 – July 2001

Title of qualification awarded Certificate of participant in Hospitality Exchange Program by Department of Hotel & Tourism

Principle subject/occupational skills European standard of efficiency in Hospitality service – French for tourism covered industry – On the job training in the kitchen operation

Name and type of organization Erasmus Hogeschool, Brussels, Belgium in co-operate with Thai Hotel providing education and training Association and Rangsit University, Bangkok, Thailand

Level in national or international ISCED 5 classification

Dates May 1996 – April 2000

Title of qualification awarded Cum Laude, Bachelor of Business Administration

Principle subject/occupational skills Hotel Management covered

Name and type of organization Prince of Songkla University, Phuket campus, Thailand providing education and training

Level in national or international ISCED 5 classification

Dates January to April starting from 1997 -2000

Title of qualification awarded Internship program

Principle subject/occupational skills 2000 – Asian Trails Ltd Phuke Office as a sales, tour operator, accountant, covered and guide

Name and type of organization providing education and training 1999 -Impiana Phuket Cabana Resort, Phuket as a staff in Housekeeping and Front Office Operation (operator, tour consultant , reception, and reservation)

1998 -Banyan Tree, Phuket as a staff in the Food and Beverage Department (Waitress, Hostess, Restaurant Cashier)

1997 -Sheraton Grande Laguna Beach, Phuket as a staff in the Food and Beverage Department (cook in Thai and Italian Kitchen).

Level in national or international classification ISCED 5

Personal Skills and Competences

Other languages	Self-assessment European level	Mother tongue Thai		Speaking		
		Understanding		Speaking		
		Listening	Reading	Spoken interactive	Spoken production	writing
English	C2 Proficient User	C2 Proficient user	C2 Proficient User	C2 Proficient User	C2 Proficient User	
Dutch	C2 Proficient User	C2 Proficient User	C2 Proficient User	C2 Proficient User	C2 Proficient User	
French	B1 Independent user	B2 Independent user	B1 Independent user	B2 Independent user	B2 Independent user	
Japanese	B2 Independent user	B1 Independent user	B2 Independent user	B1 Independent user	B2 Independent user	
German	A2 Basic User	A2 Basic User	A1 Basic User	A1 Basic User	A1 Basic User	

Social skills and competences I have enjoyed speaking in front of large audiences. Due to my outdoor jobs I meet new faces and learn to interact with them. Learning languages and culture is my passion although I'm not good at them all, I do understand German, Korean, Chinese (Mandarin) and could read Cyrillic alphabets. I'm good in problem-solving. In many of my former careers I reported directly to the properties' owner, and keep good interaction with my staff with respect, fairness and understanding to help avoid the conflict between operation staff and management team.

Organizational skills and competences Looking for methods to speed up my work is my key to success, while keeping the best result. I'm quite organized and know what the priorities are, this also gives benefit to people working with me. I'm a quick learner and also a good teacher. For me I enjoy working alone as well as in a team, as the team members often choose me to be their leader.

Technical skills and competences My technical skills are above average. I catch up quickly with new machine operating from small delicate work to complicated field. I could repair some of electronic devices myself.

Computer skills and competences I'm familiar with Windows O/S and have experience with Mac O/S .I also have advanced proficiency level in many soft wares: Word, Excel, Power point, Access. Also a user of SAP
Further I'm running my own website using different internet applications and graphic design softwares

Artistic skills and competences I can play most of instrument in traditional Thai orchestra, and personally love instrumental music. I've been asked sometimes to be photographer for friend's wedding and travel myself to different countries as hobby to take photos which some are requested to used as tourism promotional material. I'm now working on 2 new guide books for Thai backpackers "The Open gate to the former Yugoslavia" , and "3000 km through Poland", after several visit in different parts of Poland, the publishing expected around 2012

Additional Information References

Mr. Prateep Wetprasit, Prince of Songkla university Phuket Thailand

Email: prateep.w@phuket.psu.ac.th

Ms. Pimpaporn Suwattikul, Prince of Songkla university Phuket Thailand

Email: pim@phuket.psu.ac.th