

PROFILE

Computer engineer turned project coordinator with hands-on experience running government and state-enterprise IT projects end to end — from TOR analysis and installment planning to preventive maintenance and acceptance. A fast learner on both the technical and management sides (CMMI, ISO/IEC 27001), who builds AI-assisted tools to remove repetitive work for the team.

SKILLS

Project Management	Agile, Waterfall, Hybrid · Project Charter · Stakeholder Register · RACI Matrix · Risk & Issue Management · Change Request · UAT
Public Sector	TOR analysis · Government procurement · Installments & acceptance committees · Official letters · TOR compliance tables · SLA / PM
Process & Standards	CMMI (Configuration Management) · ISO/IEC 27001 · ISO/IEC 27701 · ISO 19011 internal audit
AI	Claude (Claude Code) · Google Gemini API · ChatGPT · Prompt design · AI document extraction
Technical	HTML, CSS, TypeScript, Vue.js · Go (CRUD API) · SQL · Git / GitHub · Cloudflare
Tools	SharePoint · Finework (PMO) · Slack · Outlook · Notion · Trello · Figma / FigJam · Zapier · Power Automate · Microsoft Office · Google Workspace

WORK EXPERIENCE

Project Coordinator · Finema Co., Ltd. Aug 2025 – Present

Project Manager Team · Government & state-enterprise IT projects (maintenance and development)

- Coordinate 11 IT projects across 5 public agencies, including a state bank, the Social Security Office and the Department of Employment.
- Analyse TORs; plan installments, deadlines and preventive-maintenance cycles; track development, QA and engineering teams and report status to the Project Manager.
- Prepare project plans, timelines, progress reports, cover letters, installment reports and TOR compliance tables; verify deliverables before submission.
- Coordinate meetings with acceptance committees and end users, write minutes and follow up on action items.
- Own Configuration Management (CM) under the company's CMMI process — version control and baselining of project documents on Finework (PMO) and SharePoint.
- Support issue, risk and change-request management at coordination level.
- Designed and built "Talad Ngan", an AI-assisted project-tracking web app (TOR extraction, due-date alerts, SharePoint sync, Outlook calendar) used daily.

Project Manager · Persec Co., Ltd. Jun 2024 – Nov 2024

- Managed 3 VPN / network-protocol products and their back-office systems (ad image uploads, promotional notifications).
- Collected requirements from Marketing and Admin teams; assessed system requirements, designed architecture and created wireframes.
- Built quarterly, monthly, weekly and daily plans; assigned work to Web, iOS, Android and QA teams.
- Reviewed products and ran UAT before production; verified test cases, UI designs and requirements.
- Facilitated collaboration between UX/UI designers and developers; reported to supervisors and executives.
- Produced weekly, monthly and annual reports, test cases, server-test and development documentation, system manuals and user guides.

WORK EXPERIENCE (INTERNSHIP)

Project Manager Intern (Co-op) · I GEAR GEEK Co., Ltd.

Oct 2023 – Mar 2024

- Worked with Waterfall, Agile and Hybrid approaches; learned project onboarding, PMO environments, UAT, CR, risk management and RACI.
- Designed tracking logs (project timeline, meeting, feedback and task logs) and wrote a PM manual.
- As PM: built and evaluated timelines to balance workload, handled CRs and feedback, and updated executives on progress.
- As BA: gathered customer requirements and ran weekly customer meetings.
- As SA: designed system flows for company products and customer projects.
- As QA: wrote test cases and tested systems during and after implementation.
- Selected as an Outstanding Co-operative Education Student (Science & Technology).

Full Stack Developer Intern · I GEAR GEEK Co., Ltd.

Mar 2023 – May 2023

- Learned Go, CRUD APIs and Google Sheets formulas.
- Built a leave self-declaration web app using a Google Sheets pivot table to count absence days.

Frontend Developer Intern · I GEAR GEEK Co., Ltd.

Apr 2022 – Jun 2022

- Learned HTML, CSS, TypeScript and Vue.js through hands-on website workshops.
- Built "TimeSheet", a web app for the office's daily reports.

EDUCATION

Bachelor of Engineering in Computer Engineering

2020 – 2024

School of Information and Communication Technology, University of Phayao

- 2nd Place, University of Phayao Project Contest — "Leave Data Logging and Reporting Web App for I Gear Geek".
- Selected for the university co-op research competition (Science & Technology) — "Software Management by Hybrid Approach (Agile and Waterfall)".

CERTIFICATIONS & TRAINING

ISO/IEC 27001:2022 — Awareness & Requirements

Knowledge Center (KLC) · Nov 2025

ISO 19011:2018 — Internal Quality Audit

ISO/IEC 27001 & 27701 · KLC · Feb 2026

Google Project Management Certificate

Coursera · all 6 courses incl. Agile PM & Capstone · Apr 2023

Cisco CCNAv7 (3 courses)

Intro to Networks · Switching, Routing & Wireless · Enterprise Networking, Security & Automation · 2022–2023

ISO/IEC 27701:2025 — Awareness & Requirements

Knowledge Center (KLC) · Jan 2026

CMMI Process Training

Finema Co., Ltd. · Mar 2026

Google Data Analytics Certificate

Coursera · all 8 courses incl. R & Capstone · Jan 2023

Data Science Basics

GBDi / depa · Jan 2023

KEY COMPETENCIES

Fast Learner

Ownership

Adaptability

Continuous Improvement

Collaboration

Growth Mindset

Open-mindedness

Empathy

Productivity

LANGUAGES

Thai (native) · English (basic)