

PRAKAIKUL POTTS

BUSINESS ADMINISTRATION



CONTACT

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14 Lee Ave, Henrico, VA 23075,
United States

EDUCATION

MASTER DEGREE OF BUSINESS
ADMINISTRATION, WASHINGTON
UNIVERSITY OF VIRGINIA
CLASS OF 2019

BACHELOR DEGREE OF ARTS:
TOURISM, UBON RATCHATHANI
UNIVERSITY
CLASS OF 2011

SKILLS

Microsoft Office
Management skills
Customer service
Microsoft Outlook
Formal training in Tourism

PROFILE

MASTER DEGREE IN BUSINESS ADMINISTRATION. SELF-MOTIVATED AND DEPENDABLE WHILE ACHIEVING HIGH PERFORMANCE WITH MINIMAL SUPERVISION. SEEKING A CHALLENGING CAREER WITH A PROGRESSIVE ORGANIZATION THAT PROVIDES AN OPPORTUNITY TO UTILIZE MY TECHNICAL SKILLS & ABILITIES IN THE FIELD OF BUSINESS.

EXPERIENCE

February 2021-present

Tidewater recycling- Bainbridge, Chesapeake, VA.

Executive Assistant

- Manage jobsite , provides guidance and Supervision to Tidewater recycling personnel and ensures all safety procedures are adhered to.
- Prepare and review report, monitor data report

August 2011-2020

- Childcare provider, Virginia, supervise and monitor the safety of children. prepare and organize meantime and snack for children. Organize activities or implement a curriculum that allows children to learn about the world and explore their interests.