

Theeraphon Khamseen
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Work Experience

Research and Academic Quality Assurance Staff Jun 2014 – Apr 2023

Sirindhorn International Institute of Technology, Thammasat University

Responsibilities included:

1. Academic Quality Development Section, this plays a key role in the monitoring and summarizing of all services of the institute.
2. Coordinate documents and prepare reports on SAR results at the curriculum and institution levels between internal departments. and outside the university such as selecting evaluators verifying report documents
3. Information Services Section, this provides information for SIIT Annual Reports, SIIT Annual Research and Publication Reports, and for executive inquiries.
4. Coordinate research grant request documents and publication by SIIT faculty and students between funders within and outside the university.
5. Check publication of SIIT faculty and students in national and international databases especially published in the STEM field. (ISI, SCOPUS, PubMed, International Conference, National Conference)
6. Coordinate documents to prepare The Human Research Ethics Committee of Thammasat University (Science).
7. Is the organizer of meetings in on-line and on-site.

Plan and Policy Analyst Staff

Apr 2013 – Jan 2014

Office of Management and Budget Strategy, Chulalongkorn University

Responsibilities included:

1. Collect data analysis University Code of Policies Consider a Comment to engage in policy and the target segment and the opportunity for Plan or strategic plan.
2. Planned to run own projects. To achieve the goals, set.
3. Clarify and provide detailed information to the persons or entities involved. For understanding or cooperation in the implementation of the assignment. And coordinate and monitor

both internal and external team and other agencies. To achieve the cooperation and achievement as defined.

4. Provided consultation questions and clarify issues. About policies and plans to solve operational problems.

5. Gather and synthesize information and support. To process information and indicators.

Officer staff (researcher)

Apr 2012 – Apr 2013

College of Innovative Management Valaya Alongkorn Rajabhat University

Responsibilities included:

1. The coordinator of research and creative between internal departments and external.
2. Continue to seek Research and funding to research and creative work. Benefit mission College and University
3. Was a research assistant in a research project funded by the academic.
4. Perform screening document. The papers Preparation for publication in the academy's journal
5. Responsible indicators. Research and creative work In quality assurance within higher education institutions of the Commission on Higher Education and external quality assurance, accreditation and the Office of Education
6. Disbursement of grant writing. Within the college's budget to research the purpose driven success.
7. Managed database research and creative work. Including academic services Provide information that can be used.

Administrative Officer

Jan 2010 – Jan 2011

General Affairs Division, President Office, Khon Kaen University

Responsibilities included:

- Facilities operational support board of university and staff in Bangkok.
 - Facilitate and support coordination among agencies both public and private sectors in Bangkok. University to prepare and facilitate participation in ceremonies and activities in Bangkok of external agencies both public and private.
 - Coordination between the universities financial and other agencies in Bangkok.
 - Facilities support the preparation of a passport and visa university personnel.
- Successful boards were satisfied with the level of four levels of evaluation of the performance of staff under the Office of the President KKU.

- Successful services to meet the needs of the requested service satisfaction levels in four of the performance evaluation of personnel under the Office of the President.
- Operation with relevant agencies notify collection invoice and proof of the cheque completed within five days.
- Visa has been approved and requests for services received document to departure.

Assistant researcher

Feb 2009 – Dec 2009

ISAN Substance Abuse Network, Khon Kaen University

Responsibilities included:

- Research conducted and supported research focusing on the main problem drug in the region, including amphetamine and cannabis, volatile, etc. will focus on key target groups in the region. Groups such as youth workers also will focus on research to monitor and evaluate performance of the drug problem in the public sector to prevent and treat

- Academic Services. Will provide drug information via internet radio and tv speakers of different places. As well as meeting academic year.

- Information system monitoring the situation to coordinate preparation of information systems to track the drug situation in the area.

- Completed research papers published in five books as a research assistant.
- Successful in meeting academic the participants were satisfied with level 4 of the evaluation of satisfaction in meeting academic.
- Process data analysis and interpret data was used for 3 months reduced to 1.5 months.

Training

Electronic document systems by Khon Kaen University	Jun 2010
Academic research for support staff in higher education by Chulalongkorn University	Mar 2010
Student Internship Program (SIP) by Bangkok Bank PLC.	May 2008
Training course of Strategic free trade zone by Department of Trade Negotiations	Sep 2007
Training course of business planning by Khon Kaen University Business Incubator	Aug 2007
Training course of Dhammathayart 32 by Wat Phar Dhammakaya Pathum Thani	March 2004

Education

Master's Degree of Business Administration (MBA)	Jun 2006 – Nov 2008
Khon Kaen University, Khon Kaen Thailand	
Bachelor's Degree of Business Administration (Business Computer)	Jun 2002 – Mar 2006
University of Asian Scholars, Khon Kaen Thailand	