

Apinya Suntonvipart

Goal getter and get it done attitude. Work with passion. Everything I do. I do with my heart. I pay attention into jobs and task detail. I understand the need of people. I completed jobs based on priority needs. I believe well listening is a key to success in completing task properly.



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PROFESSIONAL SUMMARY

Proficient in assessing childcare dynamics and creating daily plan.

Monitoring children development.

Over 5 years of experience in Personal child care provider.

Conduct parent and child meeting.

Three months medical office trainee at MAWS, NY.

Three months Medical assistant at Dr. Croll Office. NY

Four years of Food and Beverage Attendant.

Two years of Guest Service Agent.

One year of Spa Reception, New York.

SKILLS

- * Maintain children and working cleaned and organized.
- * Conducted family meeting.
- * Multiple child care provider. Taking care of kids same or different ages at a certain times.
- * Arrange Doctor appointment and trip to museum or park.
- * Taking orders from guest. Answering phone call. Listen what guest needs.
- * Food quality checking before serving.
- * Multiple guest service at a certain time.
- * Inventory check.
- * Patient or Client chart management and preparing.
- * Client reservation, manage booking appointment.
- * Manage all phone call activities.
- * Vital sign check up.
- * Microsoft Office
- * Good Listener.
- * Understand the needs of People.
- * Easy to gain trust, Building Relationship with peoples.

CERTIFICATION

CPR and First Aid .

American Red Cross.

Associate Degree Diploma

Bachelor Of Arts.

May 2018

EDUCATION

Bachelor Degree. Liberal

Arts. Hotel and Tourism

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2008

Sripatum University

Associate Degree, Medical

Assistant ASA College

2016

EXPERIENCE

2024-2025 Wellness Center Assistant

2016 Medical Assistant Office.

2016 Spa Reception.

2011-2021 Family child care provider.

2008-2009/2021-2023

Food And Beverage Server