

Montira Chaiwut

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WORK EXPERIENCE

Research Assistant: Data Management

Institute for Behavioral & Community Health (IBACH) of SDSU Research Foundation, San Diego, California (September 2015 – May 2016)

- Worked with data collection methods for collecting data related to diet and health behaviors through participant interviews, environmental audits, and restaurant sale data
- Utilizing the study protocols to code and enter the data by using SPSS and Remark data processing software
- Cleaning and verifying the entered data by using a SPSS software and logging errors in Excel
- Creating and Modifying the SPSS syntax and the coding instructions
- Assisted with grant development activities for the National Institutes of Health (NIH) grant application
- Assisted with improving organization and management of project data management system
- Assisted with creating the coding and data entry instructions in Microsoft program

Student Ambassador

National University, San Diego, California (October 2014 – November 2015)

- Provided general administrative support to international admissions department and student services department.
- Organized monthly student events including field trip, workshops, and community service events
- Assist in the facilitation of new student orientation monthly for all incoming students

Secretary of Deputy Manager / Sales Coordinator

Sanofi Pasteur, Bangkok, Thailand (December 2010 - December 2011)

- Assisted general administrative to the Deputy Manager on firm's daily operations
- Coordinated with each sales representative in order to follow up with the client's order
- Organized meeting and coordinated with internal department

EDUCATION

Bachelor of Science, Accounting

2017 – Present

Western Governors University, Salt Lake City, Utah

Master of Public Health

Specialization in Health Promotion

2014 – 2016

National University, San Diego, California






Bachelor of Science

Specialization in Chemistry

2007 – 2011

King Mongkut's Institute of Technology Ladkrabang, Bangkok, Thailand

SKILLS

- Organized 
- Detail Oriented 
- Problem Solving 
- Windows OS 
- Google Sheets 
- QuickBooks software
- Service Cloud (RightNow)
- Collect and Analyze data tools (SAS Studio, SPSS, and Remark software)