

NOPPANUT ONLITH

SKILLS PROFILE

- work experiences in diverse retail sales and customer service environments, including manufacturing, purchasing, administrative
- Maintain excellent customer service skills
- Self-education, self-motivation, and fast learning.
- Hardworking, energetic, and dependable; recognized for taking on additional responsibilities. Excellent problem solver
- Excellent computer skills
- Love Fashion, technologies and staying current with trends.

EXPERIENCE

SDDS Company Limited

NOV 2023 - Present

Project Manager

- **Team Leadership and Project Management**
 - Provide day-to-day direction, task prioritization, coaching, and quality oversight to the Marketing Coordinator
 - Stay actively involved in and accountable for key project execution while managing multiple projects, stakeholders, timelines, and follow-up actions
- **Client Coordination and Communication**
 - Coordinate with clients across luxury and other market segments, keeping operations smooth and expectations met
- **Event and Campaign Execution**
 - Lead end-to-end delivery of events and exhibitions, from planning and implementation to control and post-event assessment, managing subcontractors and vendors
 - Supervise on-site installations and event execution, ensuring everything runs seamlessly
 - Deliver activities within the agreed scope, timeline, budget, and brand standards, proactively resolving operational issues
- **Store Opening**
 - Plan and coordinate the preparation and setup of new and pop-up store openings, ensuring they are ready on time and to brand standards
- **Visual Merchandising Support**
 - Coordinate with the Visual Merchandising Manager to deliver window displays, in-store presentations, and floor sets in line with company visual merchandising standards
 - Dress and style mannequins according to the company's visual merchandising guidelines
 - Support the implementation of product layouts and merchandising plans based on corporate guidelines
 - Ensure store presentation, signage, and lighting remain attractive and on brand during store openings and events
- **Agency, Supplier, and Team Coordination**
 - Manage agencies day to day, giving the team full clarity on deliverables and ensuring work is completed and delivered on time
 - Contribute to agency pre-selection based on past work, credentials, and areas of strength
 - Coordinate with suppliers, partners, and internal teams to support marketing activities
- **Material Sourcing and Approval**
 - Research, source, and compare materials to secure the best quality within budget
 - Obtain brand approval on all materials before production begins
- **Purchasing and Vendor Management**
 - Raise and manage purchase orders for materials, production, and services, ensuring they are accurate, approved, and processed on time
 - Source, negotiate with, and manage vendors, tracking quotations, deliveries, and payment schedules against the project budget
 - Maintain strong vendor relationships to secure reliable quality, pricing, and turnaround
- **Production Oversight and Quality Assurance**
 - Monitor production to ensure work matches approved designs and specifications
 - Ensure all structures are visually polished and meet design standards
 - Manage production and technical delivery for corporate events
- **Budget Management**
 - Manage and optimize event budgets, keeping spending cost-effective, aligned with the company budget, and efficient in quality and investment
- **Cross-functional Coordination and Market Insights**
 - Collaborate with Sales, Finance, Supply Chain, Technical, E-commerce, and other internal teams to ensure smooth project delivery
 - Monitor market and competitor activity, gather feedback from partners and customers, and turn insights into actionable marketing opportunities

Assistant Project Manager and Project Coordinator

- Supported the Project Manager in planning, organizing, and implementing events and exhibitions at the facility
- Coordinated day-to-day activities between subcontractors, vendors, and internal teams to keep work aligned and on schedule
- Coordinated schedules, site access, and logistics for installations and event operations
- Tracked timelines, deliverables, and follow-up actions, keeping the Project Manager and team informed of progress
- Assisted with production and technical management for corporate events and pop-up productions
- Supported the opening of a new pop-up store and events, including preparation and on-site setup

Administrator

- **Document and Data Management**
 - Oversaw and managed documents and data within the organization
 - Supported other teams by handling documents, coordinating appointments, and managing relevant information
- **Internal Coordination**
 - Facilitated communication and coordination between departments to ensure smooth operations
 - Supported internal workflows to enhance overall efficiency
- **Operational Systems and Office Equipment Management**
 - Managed IT systems and office equipment to ensure full functionality
 - Prevented potential issues during work to enable seamless team collaboration

EDUCATION

- Bachelor of Science in Genetics
 - Kasetsart University, 2017 - 2021
 - Department of Genetics
- Mathematics-Science Program
 - Rittiyawannalai School, 2011 - 2017

COMPUTER SKILLS

- PC and Mac proficiency
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Microsoft Teams / Project Management Tools
- Capcut
- Canva
- Adobe
 - Photoshop CS5
 - Lightroom
 - AI
 - Acrobat DC

LANGUAGES

- Thai (Native)
- English (Conversational)