

Pawintra Chuychart

Operations & Project Coordinator

PROFESSIONAL SUMMARY

Operations and project coordinator with a background in hospitality, tourism websites and building practical digital tools. I enjoy turning messy processes into clear, structured workflows, and I'm comfortable coordinating day-to-day operations and communicating with guests in Thai and English.

WORK EXPERIENCE

KoHSP Co., Ltd. | 2026

Website Development

- Build, update and maintain websites for different clients
- Coordinate website changes, content and project requirements
- Test updates and troubleshoot issues when they come up
- Support SEO, internal linking, analytics and ongoing improvements
- Help manage a portfolio of approximately 70 websites

Legacy Muscle Universe (SPA) | 2025

Bartender & Bar Operations

- Worked in daily bar and customer service operations
- Managed stock and helped keep supplies organized
- Supported day-to-day tasks across the venue
- Helped improve documentation and working processes where needed

Weed Land Co., Ltd. | 2024

Operations & Marketing Assistant

- Supported daily operations and marketing activities
- Helped with content, promotions and customer communication
- Organized information and assisted with general business tasks

CONTACT

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Portfolio:
https://pawintra.com

PROFESSIONAL SKILLS

- Project Coordination
- Website Management
- Operations Support
- Workflow Organization
- SEO & Analytics
- Visual Design
- AI Tools

SOFT SKILLS

- Organization
- Problem Solving
- Communication
- Adaptability
- Attention to Detail
- Teamwork

SELECTED PROJECTS

Property Assessment System
Built a standardised digital form for a property assessment process, covering inspections, issues, costs and recommendations, so assessments could be recorded in a consistent format.

AROKA Furniture
Worked on the development of a furniture website and catalogue, including product browsing, project selection and the quote request process.

My Visit Thailand
Ongoing work across website updates, content, SEO, internal linking, analytics and general improvements.

EDUCATION & CERTIFICATIONS

Cruise & Hotel Training School
Phuket, Thailand November 2022 – October 2023
International Vocational English for Hotel & Catering Course Barista, Bartender, and Dining Room Waiter – Hospitality Service Program

Food Hygiene Asia
Phuket, Thailand August 2025
Food Safety Level 2 for Catering Certificate

ADDITIONAL EXPERIENCE

Queen Entertainment Co., Ltd.
Event Performer & Guest Engagement
2025

Freelance
Artist & Digital Creator
2023

Diamond Cliff Resort & Spa Co., Ltd.
Bartender
2023