

NUTTHIBHOL LIMWILAIRATANA

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2000 N Court St, Fairfield, IA, 52556

PROJECT ASSOCIATE & IT SPECIALIST

Experienced and versatile professional with over 9 years of diverse expertise spanning education, engineering, IT, and sustainable business. Proven troubleshooter with a knack for swiftly identifying and resolving complex challenges. Rapid learner with a demonstrated track record of mastering new skills and technologies. Skilled educator and organizer, leveraging teaching experience in Transcendental Meditation and a PMP certification to drive purposeful growth.

KEY COMPETENCIES & TOOLS

Project Management	Technical Troubleshooting	Instructional Design
Resourceful and Eager to learn	Process Improvement	Leadership and Organizational Skills
Data Analyzing	Python & Web Automation	Help Desk & Customer Support

EDUCATION

MBA in Sustainable Business | Current GPA: 3.98
Maharishi International University, Fairfield, IA, USA
Feb 2022 - June 2024 (Expected Graduation)

Bachelor's degree in Civil Engineering | GPA: 3.34
Chulalongkorn University, Bangkok, Thailand
May 2013 - Jul 2017

PROFESSIONAL EXPERIENCE

Student Support and IT Specialist **March 2022 - Present**

Maharishi International University | Fairfield, IA, USA

Managing comprehensive student support for online programs, facilitating seamless course administration through precise data integration, proactive outreach, and strategic communication. Overseeing Canvas LMS course enrollment, resolving technical issues, and ensuring accurate student records, with over 400 enrollments each semester. Collaborating with academic advisors, faculty, and IT teams to enhance student engagement and streamline processes.

Accomplishments:

- Automated and streamlined the manual onboarding and administration process, introducing a user-friendly GUI for the team. This transformation led to a remarkable time reduction, cutting hours down to minutes, while also mitigating the risk of human errors in the process.
- Developed and continually enhanced comprehensive on-demand reports by using API requests of Canvas LMS to identify at-risk students. Contributing to early intervention and improved student success rates.
- Thoroughly cleaned, analyzed, and distilled student satisfaction surveys from key online courses to identify actionable insights for enhancing the learning experience.
- Revitalized the orientation course for new students, infusing greater engagement and implemented a tracking mechanism to monitor student progress effectively.

Programmer and Coordinator**Sept 2020 - Feb 2022****Weco Co., Ltd.** | Bangkok, Thailand

Provided support and solutions as the sole admin of IBM Engineering Lifecycle Management, addressing the needs of over 1,000 internal users at Bank of Ayudhya. Collaborated closely with IBM Support to ensure alignment with user requirements and skillfully managed 250+ active projects within the software framework.

Accomplishments:

- Performed installations and updates for IBM Engineering Lifecycle Management, ensuring synchronization with the most current version and flawlessly integrating patch fixes and security enhancements.
- Developed user-friendly instructional documentation and video tutorials, catering to both users and prospective administrators for simplified comprehension and seamless guidance.
- Streamlined and automated labor-intensive administrative tasks using Robot Framework and Micro Focus Unified Functional Testing, reducing manual repetition and enhancing efficiency by 50%.
- Generated tailored MS Excel reports as per user requests, ensuring the delivery of custom solutions that go beyond standard out-of-the-box offerings.

Associate Project Manager**June 2018 - April 2020****Foundation for Vedic Science and Technology** | Delhi, India

Formulated, coordinated, and oversaw projects within educational institutions, offering presentations on consciousness-based education and Transcendental Meditation. Implemented the practice of Transcendental Meditation into school routines, fostering a holistic approach to education.

Accomplishments:

- Digitized student records, enabling efficient and organized access to essential information.
- Restructured and personalized school presentations, optimizing their content and delivery.
- Effectively spearheaded the introduction and seamless implementation of consciousness-based education across 15 projects, positively impacting over 10,000 students.

Web Manager and Project Lead**March 2016 - Aug 2017****Chor Nature Co., Ltd.** | Bangkok, Thailand

Responsible for a wide range of business functions, such as ensuring the quality of factory products, exploring new marketing opportunities, actively engaging in government-supported training and seminars, delivering presentations to potential retailers, developing creative promotional strategies, refining SEO content for better visibility, and effectively managing the company's website.

Accomplishments:

- Attained Department of Business Development verified certification and was honored with the Thailand Best e-Commerce Website Award.
- Led the team to achieve significant recognition, including the Prime Minister Herbal Awards, 7 Innovation Awards, and the distinguished OTOP Product Champion title. Leveraged these accolades to develop and execute promotional strategies, resulting in a 40% surge in revenue growth.

Physics and Maths Tutor (Part-time)**May 2014 - Jan 2016****Monkey Monkey Academic Training Center** | Bangkok, Thailand

Designed tailored instructional materials for Physics and Mathematics, enriching teaching and learning experiences. Conducted engaging tutoring sessions and created educational videos catered to high school students.

PROFESSIONAL CERTIFICATES

- Project Management Professional (PMP)
- Certified Teacher of Transcendental Meditation (TM)