

Chirada Na Suwan

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Result-oriented and competent multitasker with key strengths in strategic planning, coordination and project management in education and development sectors. Research experience with skills performing needs assessment/definition, monitoring and evaluation. Strong administrative and communication skills. Accomplishments in organization development, capacity building & education initiatives in Southeast Asia.

PROFESSIONAL EXPERIENCE

CONSULTANCY

(February 2018 to present)

Executive Manager: Chiang Mai University School of Public Policy, Chiang Mai Thailand

- (50%) Manage system of research and consultancy portfolio of School of Public Policy. Provide content, suggestion and compilation of project reports along with financial reporting and resource management. Ensure project deliverables to be systematic, accurate and complete.
- (30%) Manage graduate degree programs including student and staff recruitment, marketing, accreditation and quality assurance. Supervise teams of administrative support staff.
- (20%) Promoted the use of modern management tools and skill sets for excellent performance standard in academic management and knowledge transfer.

(February 2017 to present)

Consultant/Regional Program Manager: PYXERA Global, Washington D.C.

- (40%) Manage and coordinate annual Global Pro Bono leadership development programs for the teams of MNC corporates and executives (e.g. IBM, FedEx, 3M) to offer their range of skills to implement community-driven economic development projects in Thailand and countries in Southeast Asia (Cambodia).
- (30%) Develop Scopes of Work for projects under the themes of workforce development, innovation diffusion, data analytics for capability enhancement, smart city innovations, healthcare and public sector management.
- (30%) Prepare and carry out assignments in the field, Identify and select potential beneficiaries/clients, serve as the on-the-ground interface with partners, implement and monitor program activities, supervise local consultant and teams of project assistants.

(May-July 2014)

Executive Assistant: Director's Office, Open Society Foundations (OSF Asia Regional Office)

- (25%) Monitored social and political situations at the country level and reported to the Asia Regional Office of Director and Country Officers.
- (25%) Provided administrative, logistic and program support for the fulfillment of annual strategy objectives in the areas of communication and knowledge management.
- (30%) Collaborated with partners for organization development. Facilitated transfer of resources for the country ownership of development programs.
- (20%) Reviewed fundamental changes in the operational policies in order to inform top management of the needed changes aligned with the Foundations' regional strategies.

(September-December 2013)

Consultant: Youth Initiative, Open Society Foundations (OSF New York Office/Southeast Asia)

- (60%) Conducted site visits to countries in Southeast Asia, monitored the selected grantees and provided technical assistance including organization and curriculum development to youth organizations in Burma/Myanmar, Thailand, Cambodia, Laos and Vietnam.
- (40%) Prepared a portfolio review of Youth Initiative's activities in Southeast Asia and monitoring reports on the current work. Assessed OSF's support for youth activities and produced a strategy paper to contribute to the youth leadership component of OSF regional strategies, including recommendations for the integration of youth programs with that of other donors in the region.

(January 2011 to July 2013)

Program Coordinator: International Debate Education Association (IDEA-US/Southeast Asia)

- (30%) Established, managed, and sustained regional and national debate/debate-related programs in Southeast Asia and Nepal reaching out to over 2800 youth & educators in Burma/Myanmar, 200 in Thailand, 180 in Vietnam, 170 in Laos, 120 in Nepal, 40 in Malaysia and over 50 in Cambodia. Conducted needs assessment and performed site visits to set up local infrastructure for media literacy trainings and deliberative education programs in target countries. Coordinated a network of local trainers, conducted training of trainers.
- (30%) Provided regional assessment and strategy recommendations for OSF Youth Initiative and IDEA programs, including technical assistance for organization development of local partners/grantees. Represented the programs at grantee events and donor forums in Southeast Asia and Europe.
- (20%) Initiator and Forum Director of the Asia Youth Forum (AYF); a 2-week regional debate education camp, debate competition, panel discussion consisting of international scholars/practitioners and intercultural learning. The 2012 AYF in Bangkok hosted 230 participants from over 20 countries in Asia, with the theme 'Crossing Border: Migration in Asia'. The 2013 AYF convened on the theme 'Digital Freedom' in Cholpon-Ata City on the Issyk-Kul Coast, Kyrgyzstan.
- (20%) Managed OSF Youth Initiative's small grant-giving program (under US\$2000) provided funding for youth-driven projects using new media to promote citizen education, citizen journalism, monitor government records on human rights, and campaign on environmental issues.

ACADEMIC MANAGEMENT

(Jan 2015 – Jan 2017)

School of Social Innovation, Mae Fah Luang University, Chiang Rai Thailand

Academic position: Curriculum chairperson, B.A. International Development programme

Administrative position: International Affairs committee, Master programme committee, Area-based Social Innovation Research Center committee

Courses taught: Conduct 3 hour of teaching weekly for each of seven BA-level courses, each for 15 weeks per academic year; ASEAN's Development Policy, International Organizations and INGO, United National and Multilateral Organizations, National Interest and National Development, ASEAN Studies, Project Management, and Public Sector Management

Education initiatives: Double Master's Programme in International Development with Hiroshima University, Civic Education Program, ASEAN Annual International Fair, Student internship preparation, Professional skills development project, Public Seminar on China-ASEAN.

(Aug – Dec 2014)

Faculty of Political Sciences and Public Administration, Chiang Mai University, Thailand

Academic position: Lecturer of School of Public Administration

Administrative position: International Masters programme committee

Courses taught: Conduct 3 hour of teaching weekly for each of two BA-level courses and one MA-level course, each for 15 weeks for one semester; BA-level courses include Seminar in Public Policy, Non-Profit Organization Management, MA-level course is Selected topic in Public Administration

Education initiatives: Academic Consultation for the Short-Term Study Program from the Japan University Consortium, Systems thinking and Problem-Solving skills development for Thai civil

servants, Peace and Human Security Approach Teleconference Semester Programme with Osaka University and Hiroshima University, Panel discussion on the Ukraine crisis highlighting geopolitical power play between Russia and the West.

PREVIOUS WORK EXPERIENCE

(October – November 2010)

Commercial Officer: Office of Commercial Affairs, the Royal Thai Embassy in Budapest, Hungary

Provided Thai investors an up-to-date useful information service i.e. marketing analysis, international trade issues, as well as rules and regulations on imports/exports, lists of Thai exporters, Thai entrepreneurs and foreign buyers/traders. Including advisory services on international trade and marketing strategies for export, workshops and seminars.

(July – September 2010)

Intern at Coordination Managing Authority: Hungarian National Development Agency, Hungary

Conducted research on SME best practices from successful programs for policymaking at the national level. Drafted a policy statement on Hungary's strategic position in preparation for the country's EU-presidency in 2011.

(June 2007 – August 2008)

Trading Room Admin & Business Planning Manager: Standard Chartered Bank, Bangkok Thailand

- (30%) Reviewed and updated financial products with that of the group level (SCB - London, Hong Kong and Singapore), coordinated approvals for financial products at country level.
- (20%) Assisted Head of Financial Markets in managing and conducting departmental business for 60 traders/bankers and facilitated research on financial markets, economic conditions.
- (40%) Monitored financial transactions and limit access for better operational risk management. Followed up and ensured smooth communication with the Bank of Thailand on issues with prior endorsement from Legal and Compliance unit.
- (10%) Promoted better understanding of operational risks in the unit. Ensured on-going business operation in the event of a major incident.

EDUCATION

M.A. (Hons) in Public Policy: Central European University, Hungary (2010)

MUNDUS MAPP, Specialization in International Public Policy and Decentralized Governance

M.A. in Public Administration and Public Policy: University of York, United Kingdom (2009)

MUNDUS MAPP, Specialization in Public Finance

B.A. (Hons) in Economics (International Program): Thammasat University, Thailand (2003-2007)

Exchange program: University of Washington, United States (Aug 2005- Jun 2006)

Language skills: Thai (fluent/native), English (fluent/primary), Lao (good working knowledge)

Computer skills: Intermediate skills in Microsoft office tools, e-mail, internet and web development



ORCID: Research Database



ChiradaConsulting.com



Chiang Mai University
School of Public Policy