

Sita


Thianwan





Contact

Address:

School of Science,
University of Phayao,
Phayao, 56000, Thailand.

 **Phone:** +66 (0)62 4792 641
(Office) 054466666 – 1713

 **Email:**
sita.th@up.ac.th

 **Website:**
<http://www.science.up.ac.th>

POSITION

- ◎ HEAD OF ADMINISTRATION
- ◎ GENERAL ADMINISTRATIVE OFFICER

Awards

- Award for outstanding support personnel in the field of R2R research published at the national level for the year 2018.
- 2021 Outstanding Award, Silver Medal, Oral Presentation Routine to Research The 12th National Science Research Conference.

Career to date

Career as the General Administrative Officer at University of Phayao on June 1, 2002.

Education

Naresuan University Phayao Campus, Phayao Province

- Bachelor of Business Administration (Business Management)

University of Phayao, Phayao Province

- Master's Degree Master of Education (Educational Administration)

Experience

7-8 March 2005

Attend training course "System development of thinking and creativity"
• Rayong Province, Thailand.

5-7 December 2012

Attending research workshop for support staff in higher education institutions 4th
• Imperial Mae Ping Hotel, Chiang Mai Province, Thailand.

2-4 December 2013

Attend research and academic workshops for support personnel
• The Empress Hotel, Chiang Mai Province, Thailand.

4-5 June 2014

Attended the training „Routine for the R2R research project, 2nd generation“
• Gateway Hotel, Phayao Province, Thailand.

30 June - 2 July 2014

Attend the training "Skill Development Program for Supervisors Generation 1"
• Kantary Hill Hotel, Chiang Mai Province, Thailand.

6-7 November 2014

Attended the 3rd conference on the administrative and administrative development network on "21st Century Work Success Skills"
• Chiang Mai Grand View Hotel, Chiang Mai Province, Thailand.

4-5 June 2014

Attended the "Routine to Research Development Project" Version 2
• Gateway Hotel, Phayao Province, Thailand.

30-31 March 2016 –1 April 2016

Attending the 8th National Academic Conference for Supporting Personnel in Higher Education Institution "Thongkwao Academic 59"
• The Imperial Mae Ping Hotel, Chiang Mai Province, Thailand.

27-28 July 2017

Participated in the exhibition of innovation and develop routine work For support personnel in higher education institutions no.2

- The Imperial Mae Ping Hotel, Chiang Mai Province, Thailand.

21-22 December 2017

Attending the 6th conference on the administrative and administrative network development system no.6

- Duangtawan Hotel, Chiang Mai Province, Thailand.

7 June 2018

Attending the Academic Service Training Program for the Quality of Information Technology Personnel 2018 for the course "Document Management Techniques with Microsoft Word 2017"

- ICT Room 1219, Faculty of Information and Communication Technology Building Phayao University, Phayao Province, Thailand.

21-22 December 2020

Attend training course "Techniques for writing an operating manual", class 5

- Chiang Mai Hill Hotel, Chiang Mai Province, Thailand.

6-7 May 2021

Participated (oral presentation) in the 12th National Science Research Conference

- Naresuan university, Phitsanulok Province, Thailand.

Speakers

Administrative document management Faculty of Science Phayao University With LINE @ application, the management team of personnel development project The 10th Faculty of Science in Tao-Ngam Group, 7 - 9 Nov 19 Waranya Resort, Phu Ruea District, Loei Province.

Research

- The opinions of users about the send-receive process Administrative books Faculty of Science Phayao University, 2016, source of funds, budget, income Division of Personnel Phayao University, 2016, research period between October 1, 2017 - December 31, 2017.
- Administrative document administration of the Faculty of Science Phayao University with the application LINE @, Funding source, budget, income Division of Personnel Phayao University, 2017, research period between 1 February 2017 - 30 April 2019.
- The Development and Database System for Risk Management and Internal Control Faculty of Science University of Phayao on Microsoft Office 365, Funding source: University of Phayao, 2021.

Proceeding

- **Sita Thianwan**, The customers'opinions on the process of sending and receiving official books of administrative work School of Science University of Phayao, *Proceeding Phayao Research Conference 8*, 2019, 2422 – 2437.

Publications

- **Sita Thianwan**, The Customers' Opinions on Administration of the Official Documents in School of Science University of Phayao Using LINE@ Application, *NU. International Journal of Science (NU. Int. J. Sci.)*, Vol.18 No.2,(July 2021 - December 2021), Accepted in press.