



Sukanya Thonglek

SOCIAL MEDIA MANAGER | MARKETING
COORDINATOR | CONTENT CREATOR |
COMMUNITY MANAGER |
CREATOR/INFLUENCER MARKETING
COORDINATOR | EXECUTIVE ASSISTANT |
DIGITAL CONTENT SPECIALIST

Details

San Jose, California, United States
(703) 362-6978
sukithonglek@gmail.com
<https://sukibee.me>

Links

[YouTube](#)
[LinkedIn](#)
[Facebook](#)

Skills

Extreme organization & attention
to detail

Social Media Content Creation
(40K+ YouTube, 6K+ Facebook)

Video Editing & Graphics
(Photoshop, Canva, CapCut)

AI Tools (Cursor, Midjourney,
ChatGPT, Grok, Gemini)

WordPress

Basic HTML/CSS

Frontend prototyping

Executive Admin (Calendars,
Travel, QuickBooks, Invoicing,
Time-tracking)

Languages: Thai (native), English
(fluent)

Languages

English (fluent)
Thai (native)

Profile

Extremely organized, meticulous, and detail-oriented professional with a warm, friendly personality and genuine team spirit. Bilingual Thai-English digital marketing student and content creator with a proven personal brand (40K+ YouTube, 6K+ Facebook). Trusted executive assistant and AI-savvy collaborator who thrives in fast-moving environments, keeps everything running smoothly behind the scenes, and brings positive energy to every interaction.

Employment History

Executive Assistant & AI Content / Frontend Support at DeepRapid, Dallas

JANUARY 2025 – PRESENT

Manage invoicing, expense tracking, time-tracking systems, and daily administrative workflows with 100% accuracy

Partner directly with founder on ideation and rapid prototyping of internal tools and marketing sites

Build and iterate frontend web features using Cursor, GitHub Copilot, and other AI coding tools

Create high-performing social media graphics, short-form videos, and landing pages aligned with brand vision

Independent Business Owner at Amway, San Jose

NOVEMBER 2020 – JANUARY 2025

Built and grew a loyal bilingual customer community across YouTube, Facebook, and Instagram Consistently ranked in top percentile nationally for sales volume and team recruitment Developed content, graphics, and video marketing materials that drove engagement and revenue

Financial Advisor at World Financial Group (WFG), Burlingame

MAY 2018 – SEPTEMBER 2020

Advised high-net-worth individuals on wealth management, retirement planning, and insurance strategies

Built trust quickly with clients through clear communication, empathy, and meticulous follow-up

Delivered personalized financial plans in one-on-one and group presentation settings

Education

Digital Marketing coursework (in progress), Collin College, TX

2025

West Valley College | Saratoga, CA

2017

Associate of Arts, Sukhothai Thammathirat Open University, Thailand

2003