

# Khanitha Picot

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I hold a Diploma of Public Service Interpreting (DPSI) in English Law.  
I have an up-to-date Enhanced DBS.  
I have an up-to-date CTC check  
I have an up-to-date NPPV level 3 check  
Kudo and Interprefy qualified

## Professional Memberships

Chartered Member of the Chartered Institute of Linguists (CIOL)

Full member of the National Register of Public Service Interpreters (NRPSI)

Full member of the North West Translators' Network (NWTN)

KUDO and Interprefy qualified interpreter (for Remote SI)

1990-1994

### B.A. in French

Silpakorn University, Bangkok

2013

### DPSI (English law)

CIOL, London

## 2008 - Present

### Freelance Thai Interpreter/ Translator United Kingdom/Europe

Providing consecutive, simultaneous, conference interpreting (F2F and Remote) and translation services to UK public and private services.

- I have previously worked with the HM Courts & Tribunals Service (HMCTS) - Criminal, Civil, Family and Coroner's Courts, Immigration, Employment and Mental Health Tribunals, Crown Prosecution Service (CPS), Police Forces, National Crime Agency (NCA), HM Prisons, HM Revenue & Customs, the UK Border Agency (UKBA), Home Office, the National Health Service (NHS), Department for Work and Pensions (DWP), Social Services, Children and Family Court Advisory and Support Service (CAFCASS), Councils, Trading Standards, Solicitors, etc.
- I have also worked for private clients in their events, training sessions, meetings, conferences etc to name a few; Manchester City Football Academy, Manchester United Football Club, BBC, Merseylink, VEGA, Wong Partnership, Triumph Motorcycles, Healy World, ON24, Kaspersky, Amways, Belzona, Leo Group UK, Rapiscan Systems, Amnesty International, The International Tennis Integrity Agency (ITIA), World Professional Billiards and Snooker Association etc.
- I have also worked with the European Commission, the European Council (Bilateral meetings, ASEAN-EU Commemorative Summit 2022) and Arbitration Tribunal in Europe.
- I previously worked in the following scenarios and topics; country leaders meeting, diplomatic meetings, court hearings (criminal, civil, family, coroner, immigration, employment tribunals as well as arbitration), deposition for the US courts, suspect interview with police/ NCA investigators, witness statement taking, pre-sentence report meetings, legal meetings, Child in needs/ Child protection meetings, human rights conferences, video game world championship competitions, product launches for frequency technology, beauty, automotive and automation machinery manufacturing products. International conferences, meetings and training in cyber security, health and safety for construction, chemical manufacturing and digital marketing, sport events, press conferences etc.

## 2002 - 2004

### Executive Assistant to the Managing Director McKinsey&Company, Inc, Bangkok

Provided administrative support to the leadership of the firm by effectively and efficiently handling and managing all administrative matters of and for the leadership, allowing them to focus on their main responsibility of driving the business.

Organized and maintained calendar(s) for assigned consultants (e.g., partners, associate partners) remotely, managed all communications including responding to correspondence that does not require the personal attention of the consultants, and handled all telephone calls in a professional and efficient manner.

Developed a strong ongoing rapport with Assistants supporting client executives, produced accurate, properly formatted documents and reports, frequently under tight time constraints, and provided a range of administrative support (e.g., travel scheduling, file organization, expense report submission, accounting administration) to effectively provide leverage to consultants. Managed logistics, arranged meeting room bookings and printing services, and occasionally provided support coverage in managing front desk requirements for the office.

When needed, supported the planning and execution of major projects, conferences and other off-site meetings, worked collaboratively with other executive assistants to ensure backup coverage and take on other ad hoc responsibilities that may be assigned from time to time.

**2001 - 2002**

Secretary to the Chief Technical Advisor

Ministry of Agriculture, Bangkok

Served as Secretary for the Chief Technical Advisor of the Strengthening Farmers Integrated Pest Management in Pesticide- Intensive Areas Project, funded by the Danish Ministry of Foreign Affairs: developed presentations; scheduled all executive- level meetings; translated all project documents from Thai into English and vice-versa; interpreting; scheduled meetings; coordinated travel / itineraries; organised conferences; maintained official files; handled confidential matters; screened / handled telephone calls; dealt with appointments, post; met & greeted clients & visitors and designed project public relations materials, such as brochures, leaflets, name cards etc.

**1998 - 2001**

Head of Administration & PA to the school Director

Pholwittaya Bilingual School, Songkhla

Provided administrative support for the School Director (owner), Headmaster, Foreign Director of Academic Affairs, School Committee, Foreign teachers, Thai teachers and Parents in this successful bilingual school in the South of Thailand (The school was awarded the King's certificate); directed day-to-day office operations; played key role in design of, and directed, the school's office operations; handled the school's accounting and finance; purchased school stationery and teaching materials; handled student enrolment for main stream school and summer camps; liaised with parents; directed school public relations; responsible for Thai/English and English/Thai interpretation and the accurate translation of curriculum documents, brochures, manuals, etc and scheduled PTA meetings, school events, etc.

**1996 - 1998**

Accountant

The Sumitomo Bank, Bangkok

Provided a high-quality level of clerical and administrative support to the accounting teams and others departments; prepared the daily bank operation report; prepared and input bank transactions and data into the bank's computer system; prepared loan confirmation letters for clients; performed daily bank reconciliations and balance reports; prepared the monthly report for the Bank of Thailand and played a key role in the bank currency changing system.

