ABSTRACT

This report is about my private and professional experiences during my four-month Cooperative Education at Tenneco Automotive Company. It is part of my Bachelor's Degree completion. It is my first time to work in a real workplace**.** I had a lot of responsibilities that could make me face problems at work. Of course, I have gained useful experiences and learned to solve problems.

I work as an admin in the Quality Department. I have to request and translate documents. I was an interpreter with foreigner management to employees. It was the first time that I used the English language in conversation with many foreigners. I tried to practice language skills to make them better. If sometimes I did not understand what they said, I will look up words and expressions in the dictionary, and if I could not understand what they meant I would ask my supervisor for help.

Ms. Jreporn Teantat

Cooperative Education Student

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SPU CHONBURI