Abstract

I have completed my internship having duration of seventeen weeks at NPC Safety and Environmental service. It is located in Map Ta Phut, Rayong. It was near my house. It is a part of my Bachelor's Degree completion. It is my first time to work in a real workplace with officers during the period from 13 January 2020 to 08 May 2020. During my internship, I had a lot of responsibilities, duties and problems when I worked as an Assistant Trainee. In this report, I have mentioned what experiences I had gained and the problems I faced.

The report will show my internship duties and other responsibilities in the office NPC Safety and Environmental Service. My responsibilities were to help my supervisor to translate documents and produce a marketing advertisement assigned by the supervisor. The supervisor sent the assigned tasks to me by email such as driving articles that had a lot of contents that I translated the Thai language and English.

In this internship report, I have described my experiences and responsibilities with easy sentences to understand easily. I hope my experience of internship in this report would bring success.

Miss Chataneeya Tima
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SPU CHONBURI