



Angelica AME

Professional Tagalog
Subtitling, Proofreader and
Translator

EXPERTISE

- Cater translation/proofreading from English to Filipino or Tagalog and vice versa.
- Translate articles in a clear, accurate and natural way.
- Proofread articles on a variety of topics.
- Produced high-quality translation and proofreading.
- Quality assurance.
- Edit articles to fit in local settings.
- Simultaneous and consecutive interpretations

APPS & WEBSITE USED

- Translation tools: SDL Trados Studio, Memoq, Memsources, TMConnect, Wordfast, etc.
- Proofreading Tools: Spellcheck, Grammarly.
- Editing Tools: Hemingway App, Canva, Adobe Premier, Gsuite, MS Office
- Communication: Slack, Skype, Viber, WhatsApp, Messenger, Telegram, Google Meet, Zoom
- Online Sharing: Google Drive, OneDrive, Dropbox

CONTACT

Mobile/Viber: +639 16303 9838
Email: amereaangelica@gmail.com
Skype: live:.cid.b5efc52cca8a2d8b
Location: Batangas, Philippines

EDUCATION

Lyceum of the Philippines University -
Batangas Philippines
2012-2014 | BS in Accountancy
2014-2016 | BS Business Administration and
Financial Management

LANGUAGES

English (American)
Tagalog, Filipino

TRAININGS & CERTIFICATES

- Filipino Virtual Assistant Academy |
Translation Course
- Filipino Virtual Assistant Academy |
Subtitling Course
- Certified Freelance Translator Certificate



Angelica

A M E

WORK EXPERIENCE

- *Customer Service & Sales Representative*
2015-2017 | Alorica Inc Lipa City

Macys Mall USA - Customer Service Representative

- Collection Account (Inbound/Outbound)

Handling customers credit and debit account for payment, sends invoice via mail or email.

- Customer Representative (Inbound/Outbound)

Answering customer calls regarding their concern for service recovery, transferring calls to department they need, placing customers order etc.

- **2017** | *The Results Companies Lipa City*

Customer Service&Sales Representative - SiriusXM

- Winback Canada Campaign

Calling customers to win them back subscribing to SiriusXM Plan with great deals

- *Marketing Agent - Remotely*

2017-2018 | *Versatel Marketing*

1. Outbound/Inbound Calls
2. Making a deal to customer for their Health Plan subscription
3. Accepting calls in regards to their subscriptions
4. Transferring calls to a license agent to activate their subscription

- *Virtual Assistant*

2018 to Present | *Freelancing*

1. Social Media Management
2. Data Entry
3. Administrative Assistant
4. Content Graphic Creation
5. Cold-calling
6. Email Management

- *SEO Analyst & Administrative Assistant*

2020 to Present | *Freelancing*

1. SEO
2. Location Pages
3. Website Management
4. Link Building
5. Email outreach
6. Email lookup
7. Google Ads
8. Google Search Console

AREAS OF EXPERTISE

- Experience in Trello, Inbound/Outbound Software Tools, MailChimp, Lastpass, Wixsite, Selling Software MSA, B2B Campaign Software, Photoshop etc
- Customer Service and Sales handling
- Product Knowledge Expert
- Microsoft Office and Google Expert (Google Docs, Google Drive, Google Calendar, Google Ads, Google Search Console, MS Word, MS Excel, MS Powerpoint)
- Communication Skills
- Active Listening
- Computer Professional
- Attentiveness
- Time Management
- Easily to Adapt
- Patience
- Typing
- Transaction
- Appointment Setting
- Bookkeeping
- Email Support
- Database Management
- Internet Research
- Social Media Management
- Video Editing
- Customer Service (Inbound/Outbound)
- SEO (Ahrefs, Google Ads, Google Search Console)
- Xencall, Textmagic, Zillow, Podio

- *Social Media Manager*

2018 to Present | *Freelancing*

1. Social Media Management
2. Growth Hacking Plan
3. Content Calendar
4. Social Media Promotion
5. Social Media Engagement
6. Content Creation
7. Graphic Design