



Kyth L. Palma
6 Magdalo St. La Paz, Iloilo City, Philippines
palma.kyth@gmail.com

Education Pasay City Science High School (2005-2009)
2888 Vergel St. Pasay City

Bachelor of Arts Major in Political Science (2009-2013)
Magna Cum Laude
University of Iloilo -Phinma
Rizal St., Iloilo City

TESOL Certified (2018)
West Visayas State University
Luna St. La Paz, Iloilo City

TESOL Certified (2020)
International Open Academy
120-Hour TESOL Certificate Course

Reuters Digital Journalism (2023)
Reuters Digital Journalism Foundation
Introduction to Digital Journalism

Working Experience

Customer Service Representative

SPI Global
April 2010 – May 2010

Giving information and helping solve customer problems
Handling all incoming customer queries and questions
Interact with customers to know their requirements and needs

Admin Officer/ Human Resource Officer

Red Viper Ventures and Development Corporation
October 23, 2013 – January 31, 2014

Screens applicants for company personnel.
Receives and acts on complaints of employees.
Procure membership on SSS, Phil health, PAGIBIG and BIR.
Relay progress reports of the project to Head Office in Cebu.
Process permits and requirements to basic necessities such as water, electricity and communication.
Implements all company policies.
Responsible for record-keeping works.
Gives approval to company-related operations.
Grants and issues cash advances to selected employees.

Online English Teacher (Team Leader)

Ontalk Inc.
November 17, 2014 – March 22, 2015

Supervised teachers in the team
Assisted the manager for complaints of co-employees
Recommended improvements in the company system
Implemented company policies in the team
Communicated with co-employees to maintain good working environment
Tutored and mentored new employees of the team

Online English Teacher

Unitalk Interactive Tutorial Services
November 11, 2015 – January 25, 2017

Facilitates English language comprehension through reading of numerous texts of various genres appropriate for the age and development level of each student
Encourages conversational skills to initiate dialogues

Online English Teacher

Talk915 ZTE
January 26, 2017 – Present

Conduct assessments to analyze students' individual capabilities and limitations and further improves knowledgeability of the language
Provided feedback to students to make sure that they are aware of the areas that they need to work on
Boosts vocabulary enhancement and interests

Freelance Translator

Effectiff Company &
Mulitperovod
May 2017 - September 2019
Russia and Belarus

Translated IT Commands in Russian to Tagalog
Proofread translations and identify correct punctuations, grammatical and translation errors
Translated client documents between English to Tagalog or vice versa
Provided linguistic skills to documents of various areas such as advertising with translations that are accurate and reflect the style and manner of expression of the target languages
Reviewed and made sure that the grammar and the final version is correct
All translations were submitted earlier than the deadlines

Freelance Translator

Translation Services USA
November 10 – Present
New York, United States

Translated documents with English, Tagalog and Hiligaynon languages to English
Made sure that the details and information are precise and accurate
Finished the job within a brief time and submitted it immediately

Freelance Translator

Notarized Translation Services
March 6, 2023 – Present
Canada

Translated a document from Hiligaynon and Karay-a to English
Provided important details necessary for legal documentation
Submitted the finished project upon completion (within 24 hours)

Eligibility

Career Service Eligible (Professional) – Second Level Eligibility

Teaching English as a Second Language Certified (TESOL)

Capabilities and Skills

Communication Skills

Exceptional listener and communicator who effectively conveys information verbally and in writing.

Managing Multiple Priorities

Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent project

Analytical/Research Skills

Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.

Hard-working

Throughout college, worked long hours in strenuous activities while attending school full time and maintaining excellent grades.

Computer Literacy

Computer-literate performer with extensive software proficiency

Affiliations

2009

UI STAR (Official Student Publication of University of Iloilo) – Filipino Editor

Political Science Society – Sgt. At Arms

Debate Society – First Year Representative

2010

UISTAR (Official Student Publication of University of Iloilo) – Feature Editor / Filipino Editor

University Student Republic – College of Arts and Sciences Representative

Student Council Alliance of the Philippines - Member

Political Science Society – Secretary

2011

UI STAR (Official Student Publication of University of Iloilo) – Feature Editor

University Student Republic – College of Arts and Sciences Governor

Generation Peace Youth Network – Iloilo Representative

Student Council Alliance of the Philippines – Media Officer

Political Science Society – Ex- Officio

2012

UI STAR (Official Student Publication of University of Iloilo) – Feature Editor

Amnesty International Philippines – Human Rights Educator

Generation Peace Youth Network – Iloilo Representative

Student Council Alliance of the Philippines – Iloilo Coordinator

Family Planning Organization of the Philippines – Youth Core Member (Local)

Alliance of Young Nurses Leaders and Advocates - Member

Dakila Iloilo – Iloilo Coordinator; UI Coordinator

Student Democratic Alliance - Chairperson

Political Science Society – President

2013

Amnesty International Philippines – Human Rights Educator
 Family Planning Organization of the Philippines – Youth Core Member
 Dakila Iloilo – Iloilo Coordinator

2014

Amnesty International Philippines – Human Rights Educator
 Family Planning Organization of the Philippines – Youth Core Member
 Dakila Iloilo – Iloilo Member

2015

Amnesty International Philippines – Regional Coordinator
 Amnesty International Philippines – Youth Core Group Member (National)
 Family Planning Organization of the Philippines – Western Visayas President
 Family Planning Organization of the Philippines – Vice-President (National)

2016

Amnesty International Philippines – Regional Coordinator
 Amnesty International Philippines – Youth Core Group Member (National)
 Family Planning Organization of the Philippines – Iloilo Member

2017

Amnesty International Philippines – Iloilo Member

Awards/ Honors**Magna Cum Laude – AB Political Science**

One of The Outstanding Students of Iloilo Awardee (TOSIA 2013)

University Scholar

Consistent Dean's Lister

Constant winner in Literary Contests such as Extemporaneous and Declamation

A member of the winning team for school publication garnering awards from 2010-2013

Was given by the university 7 awards:

Team Work

Journalism

Professionalism

Community involvement

Integrity

Commitment

TOSIA Awardee

Often times Best Teacher Monthly Awardee (2017 – 2022)

References

John Clark L. Hortillosa
 Senior IELTS/OET/OET/PTE Coach
 scoreH1GHEnglish Proficiency
 Center
 09194068391

Maulana Yodha Permana, MA
 Founder of Jiwa Russia
 Russian, Indonesian Professor
 Freelance Translator
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Dr. Sonia Daquila
 Professor in Political Science
 University of San Agustin
 09397321942