

Marichelle Agcaoili

Translator



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Summary

Motivated, dedicated, and skilled translator, I am eager to provide my language expertise in English<>Cebuano, English<>Filipino/Tagalog. My attention to detail, strong research skills, and commitment to meeting deadlines make me a reliable and effective translator.

Work Experience

Focus Interpreting 11/24/2023

- Translated English to Tagalog/Filipino documents

Freelance Translator 09/2023 - 09/2023

- Translated English to Tagalog/Filipino documents
- Provided LQA/QA for English to Tagalog translated files
- Translated English to Tagalog/Filipino UI strings
- Provided review for English to Tagalog translated files
- Provided English to Tagalog/Filipino MTPE for Facebook LATTE

Data Collector

Appen 09/2023 - 09/2023

- Downloaded digital data, printed them out
- Make copies of the documents in handwritten form
- Scan it and send it back to their provided tool

Data Collector

APPEN CONNECT 08/2023 - 08/2023

- Making a natural, free flowing and informal SMS conversation in English
- Gathering messages from my conversation partner using a chat app

Freelance Translator 05/2023 - 05/2023

- Translated English to Tagalog/Filipino documents
- Provided LQA/QA for English to Tagalog translated files
- Translated English to Tagalog/Filipino UI strings
- Provided review for English to Tagalog translated files
- Provided English to Tagalog/Filipino MTPE for Facebook LATTE
- Provided English to Cebuano/Bisaya MTPE for Facebook LATTE

Work Experience

Volunteer Work Admin and Teacher

Victory Christian Fellowship 08/2012 - 08/2016

Butuan City , Agusan del Norte

- ☑ Organized and managed Kids church programs, events, and camps.
- ☑ Coordinated volunteer schedules and lessons with Victory Kids Church Philippines.
- ☑ Provided age-appropriate curriculum materials.
- ☑ Recruited, trained, and supervised volunteers, including teachers.
- ☑ Communicated with parents about Kids' ministry updates.
- ☑ Oversaw the budget and maintained attendance records.
- ☑ Offered spiritual guidance to children and gathered feedback for program improvement.
- ☑ Led engaging religious education and creative activities.
- ☑ Ensured children's safety during church activities.
- ☑ Collaborated with parents and participated in training for teaching enhancement.

Volunteer Work Admin

Victory Christian Fellowship 08/2010 - 05/2012

Cagayan de Oro , Misamis Oriental

- ☑ Scheduled and organized events, including special services, outings, and camps for children.
- ☑ Coordinated volunteer schedules to prevent conflicts.
- ☑ Worked with Victory Kids Church Philippines to disseminate monthly lessons.
- ☑ Sent age-appropriate lesson plans and curriculum materials to teachers and assistants.
- ☑ Created engaging learning activities for children.
- ☑ Recruited, trained, and supervised volunteers.
- ☑ Communicated important Kids' ministry information to parents.
- ☑ Managed the Kids' ministry budget, including expenses.
- ☑ Maintained attendance records and essential child information.
- ☑ Ordered and maintained supplies, materials, and equipment.
- ☑ Provided spiritual guidance to children and assisted in teaching religious values.
- ☑ Gathered feedback for program improvement.

Volunteer Work Teacher

Victory Christian Fellowship 05/2009 - 05/2012

Cagayan de Oro City , Misamis Oriental

- ☑ Creating engaging and interactive learning activities to make lessons more enjoyable for kids.
- ☑ Teaching kids religious education, including Bible stories, scripture memorization, and moral and ethical lessons.

Work Experience

- ☑ Leading discussions and activities that encourage kids to explore their faith and ask questions.
- ☑ Leading kids in worship and prayer sessions, helping them connect spiritually and develop their relationship with God.
- ☑ Teaching kids about prayer and guiding them in prayerful practices.
- ☑ Ensuring the safety and well-being of kids during church activities.
- ☑ Supervising kids to prevent accidents and maintain order during lessons and events.
- ☑ Collaborating with parents and guardians to update them on kids' progress and address any concerns.
- ☑ Using creative teaching methods, such as storytelling, arts and crafts, music, and games, to engage children in learning and make lessons memorable.
- ☑ Participating in training and development opportunities to enhance teaching skills.
- ☑ Implementing safety protocols and emergency procedures to ensure the well-being of children in case of accidents or emergencies.

Cashier

Jojoen Korean Restaurant 12/2000 - 06/2001

Cebu City , Cebu

- ☑ Providing excellent customer service.
- ☑ Ensuring accurate cash handling and transactions.
- ☑ Maintaining a clean and organized checkout area.
- ☑ Answering customer questions and assisting with their needs.
- ☑ Balancing cash registers at the beginning and end of shifts.
- ☑ Reporting any discrepancies or issues to a supervisor.
- ☑ Collaborating with the team to ensure a smooth checkout process.
- ☑ Provided daily sales report
- ☑ Endorsed money to the head cashier or auditor

Message Handling Specialist

EasyCall Communications Philippines 10/1997 - 04/1998

Cebu City , Cebu

- ☑ Courteous in answering calls from clients/callers, processed and transmitted messages in an efficient and prompt manner
- ☑ Prompts the client/caller as soon as his/her call gets through using the standard operating procedures
- ☑ Encoded and edited data/messages
- ☑ Referred/directed clients with complaints and inquiries to the appropriate department
- ☑ Transmitted data/messages accurately and error-free

Work Experience

On the Job Trainee

Grand International Airways 06/1997 - 08/1997

Cebu City , Cebu

- ☒ Assisted in issuing tickets for passengers, reservations and other queries
- ☒ Received passengers' calls inquiring flights, flight rates and reservations
- ☒ Encoded necessary information/data on client portal/server
- ☒ Logged-in passenger names, ticket numbers and other information for filing purposes
- ☒ Informed/delivered prompt notifications regarding flight schedules (delays, rebooking, cancellation, refund, etc)
- ☒ Received and delivered fax messages from to different Grand Air branches in Cebu and Manila

On the Job Trainee

Philippine Airlines 05/1997 - 06/1997

Cebu City , Cebu

- ☒ Filled and filed pertinent documents
- ☒ Received calls from travel agencies inquiring for promo rates, schedules, booking, refund
- ☒ Received and delivered fax messages from and to different Philippine Airline branches

On the Job Trainee

Department of Foreign Affairs 05/1996 - 08/1996

Cebu City , Cebu

- ☒ Assisted and double checks requirements for passport application/s
- ☒ Conducted background checks of applicants (prior records/offenses)
- ☒ Filled and filed pertinent documents
- ☒ Received and delivered fax messages for prompt response and report

Education History

BS Tourism

University of San Jose Recoletos, Cebu City, Cebu
10/1997

Secondary

University of San Carlos- Girls High School Cebu City
03/1994

Elementary

University of Southern Philippines Cebu City
03/1990

Technical and Personal Skills

Languages: Proficient in Bisaya – Cebuano (Native Language), Tagalog and Filipino (Native Language), English (L2)

Software Skills: Office Software (Kingsoft Writer, Spreadsheet), Google Chrome, Internet Explorer, Mozilla Firefox, CAT Tool: SmartCAT, Smartling, SDL Trados Studio, XTM, OmegaT, Memsource, Phase, MemoQ, MateCAT, Crowdin

Transcription Tool: Express Scribe, FTW Transcriber, Transcribe

Data Entry

References

Available on request