



# AKKIE MAE BERTUCIO

Age: 24

Birthday: August 01, 1999

## CONTACT ME

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📄 Akkie Bertucio

## CAREER OBJECTIVE

To be in a mindful state where I can manage my abilities and contribute my thoughts and experiences to the best of my abilities.

## EDUCATION

**West Visayas State University**  
Bachelor of Arts in Broadcasting

## QUALIFICATIONS

Written, Oral and Organizational Communication  
Leadership  
Negotiation  
Commitment  
Collaborative Learner  
Flexibility and Responsibility  
Computer Literate  
Commitment to Excellence  
Multi-tasking  
Customer - centric  
Fluent in English, Tagalog and Hiligaynon

# WORK EXPERIENCE

## **STARTEK PHILIPPINES**

Role: Technical Support Representative

Technical Support assists customers who might run into issues with technical products or services.

## **RADYO KAHILWAYAN**

Role: Field Reporter

Field Reporter for Covid19 updates.

## **LEAD GENERATION**

Role: Voice Agent

Receives calls from prospects and give solutions to their inquiries depending on the account given by the company.

## **REAL ESTATE COLD CALLING**

Role: Individual Contractor

Reach out to potential property sellers through cold calls.

## **AKSYON RADYO ILOILO**

Role: Reporter

Field reporter during the Elections Desisyon 2019 and Desisyon 2022.

## **PROSCRIPT BY QWERTYWORKS**

Role: Junior Linguist/Freelance Translator

Translation, Backtranslation, Proofreading of medical sciences contents

## **CHRYSUS TRANSLATION SERVICES**

Role: Junior Linguist/Freelance Translator

Translation, Backtranslation, Proofreading of medical sciences contents

Role: Translation Project Coordinator

Member of the project management team who supports project managers by overseeing administrative tasks and communicating with translators and client.

## **MOSVELDTT LAW OFFICES**

Role: Docket Assistant

Assigned to perform in any or all of the Law Firm's clients or affiliates.

**C L I E N T   L I S T**

AbbVie	AstraZeneca	IQVIA
Worldwide Clinical Trials	Johnson & Johnson	Delta Dental
Boehringer Ingelheim	Gateway Healthplans	Labcorp Drug Development
Sanofi-Aventis	PRA	PPD

**C O N T E N T S**

(in various fields including, but not limited to)

Informed Consent Forms	Patient Diaries	Patient Cards
Ethics Committee Letter	Patient/Medical Reports	General Medical
Patient Information Leaflets	Patient Recruitment Materials	Scientific Journal Articles

**T O O L S**

Memoq	Wordfast	XTM Cloud
Memsorce	MS Word	MS Excel