

**Jobert S. Villanueva**

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**QUALIFICATIONS**

* **Translator | Proofreader | Editor (English<>Tagalog/Filipino, English<>Cebuano)**
* **Writer (SEO Article, Web Content)**

# PROFICIENCY

* **SDL Trados 2015 | Memsource | MemoQ | Passolo 2015 | Wordfast | XTM**
* **MS Office Word | MS Office Excel | Open Office | Google Doc | Google Spreadsheet**

# EDUCATION

**Southern Luzon State University | Lucban, Quezon**

**BS Electrical Engineering | June 2009 – March 2005**

**Gumaca National High School | Gumaca, Quezon**

**Secondary Education | June 1997 – March 2001**

**PROFESSIONAL HISTORY**

# Lingofocus Co., Ltd. | English<>Tagalog/Filipino Translator/Proofreader | September 2016 – Present

# *As a translator and proofreader, my tasks and responsibilities are to translate and proofread a huge volume of legal and medical documents accurately within a certain time using SDL Trados.*

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# Global Translation Team Co. | English<>Tagalog/Filipino Proofreader/Translator | August 2016 – Present

# *As a proofreader and translator, my tasks and responsibilities are to proofread and to translate technical documents that are related to mechanical and automotive.*

# ION Translations, LLC | English<>Tagalog/Filipino Proofreader/Translator | July 2016

# *I worked at ION Translations, LLC as translator and proofreader of political and legal documents translated into Tagalog for the recent US elections.*

# Valuepoint Knowledgeworks Pvt. Ltd. | English>Tagalog/Filipino Tanslator | June 2016 – Present

# *I am currently working as a translator at Valuepoint Knowledgeworks focusing on different fields of expertise.*

# Translators USA, LLC | English<>Tagalog/Filipino Translator | May 2016 – Present

# *As a translator, my main task and responsibility is to translate legal and judicial documents accurately.*

# Translate Plus Ltd. | English<>Tagalog/Filipino Translator | March 2016 – Present

# *I am currently working as a translator of legal and medical documents at Translate Plus with the use of their online platform and CAT tools such as SDL Trados and Memsource for a popular beverage brand.*

# Hogarth Worlwide Ltd. | Medical Translator | March 2016 – Present

# *I am currently working as a translator of legal and medical documents at Hogarth Worldwide.*

# *VICE on HBO* | Filipino-English Translator, Subtitlist | March 2016

# *I worked for the popular documentary series on HBO for a segment on the territorial dispute on the West Philippine Sea. In this particular project, I was assigned as the Filipino translator and subtitlist using Aegisub (software).*

# Translia Ltd. | English>Tagalog Translator | March 2016

# *I translated reviews on a popular smartphone brand using Trados 2015.*

# Fidel Softech Pvt. Ltd. | English>Tagalog/Filipino Translator/Proofreader | January 2016 – Present

# *I am currently employed as a freelance translator and proofreader for Fidel Softech Private Limited, focusing on different types of content ranging from legal to medical, education, marketing, IT, and more with the use of CAT tools such as SDL Trados and Memsource.*

# Jeenlingua Translation | English>Tagalog Translator | January 2016 – Present

# *I am currently working as a translator at Jeenlingua Translation focusing on different fields of expertise.*

# Translatorscafe (Raj Narain) | English>Tagalog Translator | December 2015 – Present

# *I am currently working with Raj as a translator focusing on different fields such as health and medicine, legal, marketing and finance, and more.*

# Lingo24 Pvt. Ltd. | Filipino Linguist, Language Consultant | November 2015 – Present

# *I am currently working as a translator and proofreader at Lingo24 focusing on different fields of expertise using their online translation platform.*

# Gengo, Inc. | Professional English<>Tagalog Translator | June 2015 – Present

# *I am a Professional Translator at Gengo, Inc., where quality and standards are highly monitored.*

# Upwork Global, Inc. | Expert Filipino Translator/Proofreader, Writer | May 2015 – Present

# Profile link: <http://www.upwork.com/o/profiles/users/_~0146482064b4bb3e29/>

# *I am currently working with different satisfied clients at Upwork as a freelance translator, proofreader and writer; maintaining my top rated status for more than a year.*

# Labor Education Advocacy Development Response, Inc. | Translator, Instructor | May 2012 – December 2014

# *As a volunteer instructor and office staff for a labor non-profit organization; I was responsible for translation of documents from English to Tagalog, writing statements and straight news articles for workers’ alternative newspaper and WordPress blog site, and teaching workers about labor laws and history.*

# Daiwa Seiko Philippines Corporation | CNC Machinist, Inspector | May 2007 – March 2015

# *My experiences and skills gained from working as an inspector and operator of hi-tech and robotic computer numerical control (CNC) machines in an automotive manufacturing firm taught me different advanced technologies and strategies, as well as strict implementation of guidelines, and the development of a good working relationship within the company.*

# REFERENCES

# Ivee Jade Tanedo

# Executive Director, LEADER, Inc.

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