**AGATHA A. DE BORJA**

150 Evangelista St. Santolan, Pasig City, Philippines

+63 928 229 2322

agathadeborja@gmail.com

She is eager to be part of an organization where she will be translating different documents for clients. She possessed strong research, writing, video editing, Powerpoint Presentation and language skills. She has translated songs and essays in Spanish and English. Her intern experience with hundreds of customers daily has taught her to be quicker, responsive and adaptive to situations where there is pressure.

***Work Experience***

**DFA NCR-NORTHEAST Ali Mall**

*Intern*

June - August 2019

* Helped guide and educate the clients about the passport application process
* Assisted clients with their inquiries and issues and referred them to the appropriate departments
* Assisted the Officers in the processing and encoding new passport applications and renewals as well as their cancellation
* Assisted the Officers in releasing the passports to clients
* Assisted in authenticating and releasing foreign documents (Apostille)

***Freelance***

**Remotasks**

*Data Annotator*

May 2020-June 2020

* Trained in Remotasks University which is a website that consists of training courses before completing the following official tasks
* Trained to tag different images and videos
* Trained to transcribe few different audio tapes

**Fiverr**

*Translator & Video Editor*

June 2020- Present

* Translated song and essay for clients (Spanish to English & vice versa)
* Created, edited and sold birthday song videos

***Education***

**Miriam College, Quezon City**

Bachelor of Arts in International Studies

Major in International Politics, Minor in Peace Studies

2016 - 2020

**John F. Kennedy (JFK) High School, Guam, USA**

2014-2016

**Colegio Arturo Soria, Madrid, Spain**

2005-2009

***Affiliations***

Member, International Studies Society (2016-2020)

* Assisted in 2017 Model United Nations (MUN) Sessions as logistics
* Joined 2018 Model United Nations (MUN) Sessions
* Joined 2019 Model United Nations (MUN) Sessions
* Attended the 2019 MUN Diplomatic Night
* Actively participated in some major and minor activities of the organization
* Volunteered as an usherette in two major college forums
* Attended the special event of the unveiling of the Gandhi statue as a gift to school from the Indian government in the celebration of 150th birth anniversary accompanied with the Indian President, the first lady and other special guests near the ESI building in Miriam College
* Volunteered in assisting during the 5th National Women’s Summit-Katipunera, Kababaihan, Kapwa -Young Women’s Caucus

Member, Pax Christi Miriam College (2018-2020)

Member, CEDAW Miriam College (2019-2020)

Member, Bulilit Story Telling (2019- 2020)

Member, Chi Rho Publication (2018-2019)

***Volunteer Works***

Santo Tomas de Villanueva Parish Church (2017)

* Assisted in conducting Catholic baptism seminars

Philippine Consulate in Guam, USA (2014-2020)

* Led the singing of Philippine, USA and Guam national anthems during the celebration of Philippine Independence Day and other inaugurations in Guam
* Assisted the Consulate in the preparation of social gatherings and events

St. Anthony/St. Victor Church in Guam, USA (2014-2020)

* Joined the church choir every Sunday mass

JFK High School (2015)

* Joined Breast Cancer Awareness Movement

Eskwelahang Munti ng Guam (2014)

* Taught Filipino-American children the Filipino language during private tutoring sessions

Alfred Zampella Middle School, New Jersey (2010)

* Joined Jersey City Park Clean-Up

***Certificate of Participation***

Bulilit Storytelling, Miriam College (2020)

Model United Nations 2019, UK, Miriam College (2019)

Best Delegate Speech, UK Delegate for UNHCR, Model United Nations 2019 (2019)

Model United Nations 2018, Russian Federation Delegate, Miriam College (2018)

***Skills***

* Excellent written and spoken English
* Excellent written and spoken Spanish
* Video Editing
* Data Entry
* Research
* Internet Research
* Powerpoint Presentation
* Knows basic French
* Passion for Language
* Great Appreciation For Other Cultures
* Quick
* Responsive and adaptive
* Initiative
* On time
* People-oriented
* Highly-organized worker
* Detail-Oriented

***Additional Information***

Assessments:

English Language (Fiverr)- A score of 6.0; 8 out of 10

-She got in top 30% of the 34,815 users tested

Transparent Spanish Proficiency Score- 102/150

DISC personality type-

Dominance: 34%, Steadiness: 34%, Compliance: 18%, Influence: 14%. A fact orientated person capable of providing help based on solid information.

MBTI- ENFJ