**Elah Ghaneza S. Recla**

2nd St. Beside Old GSIS, Alviola Village Butuan City, Agusan del Norte 8600

Philippines

+639652266419  0063-85-8170863 whitehale1016@gmail.com

Committed and motivated freelance transcriptionist and translator with more than 5 years of experience in the field of transcription and translation services eager to bring excellent results to a growing company in need of top-level support. Strong work ethic, professional demeanor and great initiative. Proficient at quickly learning new procedures as well as excellent organization, communication and relationship-building skills.

**Work Experience**

|  |  |
| --- | --- |
| **Braahmam International Limited** | *June 2022-present* |
| -translated English to Tagalog/Cebuano medical documents |  |
| -provided English to Cebuano review of healthcare files |  |
| -translated English to Cebuano TikTok app |  |
| -provided English to Cebuano proofreading of translated files |  |
| **GoTransparent** | *October 2021-present* |
| -translated English to Tagalog/Filipino documents |  |
| -provided LQA/QA for English to Tagalog translated files |  |
| -translated English to Cebuano documents |  |
| -provided LQA/QA for English to Cebuano translated files |  |
| -provided English to Tagalog proofreading of translated files |  |
| -provided English to Cebuano proofreading of translated files |  |
| -provided English to Tagalog editing of translated files |  |
| -provided English to Cebuano editing of translated files |  |
| -translated English to Tagalog/Filipino UI strings |  |
| -translated English to Cebuano UI strings |  |
| -provided MTPE for game app project |  |
| **ASAPTrans** | *August 2021-present* |
| -translated English to Tagalog/Filipino Life Sciences documents |  |
| -provided English to Tagalog proofreading of translated subtitling files |  |
| -translated English to Tagalog Maternal and Child Care Manual |  |
| **Webcertain** | *August 2021-present* |
| -provided English to Tagalog/Filipino website translation |  |
| -provided English to Tagalog IG Ads On FB Reengagement Translation Doc |  |
| **TridIndia** | *July 2021-present* |
| -translated English to Tagalog/Filipino Life Sciences documents |  |
| -translated English to Tagalog/Filipino COVID-19 documents |  |
| -provided English to Tagalog proofreading of translated documents |  |
| **MK Translations** | *July 2021-present* |
| -translated English to Tagalog/Filipino Trading documents |  |
| -translated English to Tagalog/Filipino UI strings |  |
| **ExperTrans** | *July 2021-present* |
| -provided English to Tagalog review for subtitling files |  |
| -provided MTPE for colloquial and literary project |  |
| -provided review for English to Cebuano translated strings |  |
| **Word Art Content and Translations** | *July 2021-present* |
| -provided QA for English to Tagalog Quick Pay documents  |  |
| **Transfective Translations Services** | *July 2021-present* |
| -translated English to Tagalog/Filipino Life Sciences documents |  |
| -translated English to Cebuano marketing documents |  |
| -provided English to Tagalog proofreading of translated documents |  |
| -provided review for English to Cebuano translated strings |  |
| **East African Language Solutions** | *May 2021-present* |
| -translated English to Tagalog/Filipino Life Sciences documents |  |
| -provided Filipino to English backtranslation |  |
| **Gulf Localize** | *March 2021-present* |
| -translated English to Tagalog/Filipino Life Sciences documents |  |
| -translated English to Tagalog/Filipino COVID-19 documents |  |
| -translated English to Tagalog/Filipino Travel & Tours documents |  |
| **52 La Ilah Ila Allah** | *March 2021-present* |
| -provided English to Tagalog translation of medical documents  |  |
| -provided English to Tagalog translation of pharmacological documents  |  |
| -provided English to Tagalog translation of Gaming (video, mobile, pc) documents  |  |
| -provided English to Tagalog translation of Gaming (video, mobile, pc) Powerpoint presentation  |  |
| -provided proofreading of documents (medical, pharmacological, religious, marketing) |  |
| -provided editing and reviewing of documents (medical, pharmacological, religious, marketing, mobile gaming) |  |
| -transcribed Tagalog-English vlog for product review and market research |  |
| **Dr.Localize** | *March 2021-present* |
| -translated English to Tagalog/Filipino Life Sciences documents |  |
| -provided QA for English to Tagalog translated files |  |
| -translated English to Tagalog Anti-bribery & Corruption documents |  |
| -provided review for English to Tagalog translated files |  |
| **Propio LS LCC**  | *March 2021-present* |
| -provided English to Tagalog proofreading of website language |  |
| **Focus Interpreting** | *December 2020-present* |
| *English, Filipino/Tagalog translator and proofreader* |  |
| -translated English to Tagalog/Filipino documents |  |
| -provided English to Tagalog proofreading of VBM Ballot Instruction String |  |
| -provided English to Filipino/Tagalog proofreading of County Board of Sups Redistricting  |  |
| **ALLANG INC** | *December 2020-**March 2022* |
| *English, Filipino/Tagalog translator*  |  |
| -translated English to Tagalog/Filipino marketing documents |

|  |
| --- |
|  |

 |
| -provided English to Tagalog proofreading of marketing documents |  |
| -provided English to Filipino/Tagalog editing of documentation services |  |
| **Trip.com** | *August 2020-August 2021* |
| *English, Filipino/Tagalog translator and proofreader* |  |
| -translated English to Tagalog/Filipino technical documents |  |
| -translated English to Tagalog/Filipino marketing documents |  |
| -provided English to Filipino/Tagalog editing of documentation services |  |
| **NVLS International SL** | *April 2020- April 2021* |
| *English, Filipino/Tagalog translator and proofreader* |  |
| -translated English to Tagalog/Filipino medical documents |  |
| -provided English to Tagalog proofreading of medical documents |  |
| **Christian Holy City Church** | *January 2020- January 2022* |
| *English, Filipino/Tagalog translator and proofreader* |  |
| -provided linguistic services (Evaluation) |  |
| -provided English to Filipino/Tagalog editing of documentation services |  |
| -provided English to Filipino/Tagalog proofreading of documentation services |  |
| -provided English to Filipino/Tagalog translation of documentation services |  |
| **Freelance Translation** | *2014–present* |
| *Freelance translator* |  |
| -translated Tagalog/Filipino audios into English |  |
| -translated English to Tagalog excel documents |  |
| -translated English to Tagalog Fundamentals of Nursing checklist/manual  |  |
| -translated English to Tagalog/Filipino Public Health Nursing |  |
| -translated Bisaya/Cebuano audios into English |  |
| -translated English to Cebuano documents |  |
| **Freelance Transcription** | *2014–present* |
| *Freelance transcriber* |  |
| -transcribed English one-on-one interviews for medical and market research |  |
| -transcribed English focused group discussions for market research |  |
| -transcribed English-Tagalog one-on-one interviews for medical and market research |  |
| -transcribed English-Tagalog focused group discussions for market research |  |
| -transcribed Cebuano one-on-one interviews |  |
| -transcribed Cebuano focused group discussions |  |
| -transcribed Tagalog/Filipino interviews for graduate students |  |
| -transcribed Tagalog/Filipino interviews for undergraduate thesis |  |
| -transcribed Tagalog/Filipino-English interviews for market research |  |
| **Philippine Survey Research Center** |  |
| *Cebuano, Tagalog translator and transcriber* | *2014–2018* |
| -transcribed Cebuano focused group discussions for market research |  |
| -transcribed Cebuano one-on-one interview for market research |  |
| -transcribed English interviews for market research |  |
| -transcribed Tagalog/Filipino focused group discussions for market research |  |
| -transcribed Tagalog/Filipino one-on-one interviews for market research |  |
| -translated Cebuano audios into Tagalog/Filipino |  |
| -translated Cebuano transcripts into Tagalog/Filipino |  |

****

**Education**

****

|  |  |
| --- | --- |
| **Mindanao Sanitarium and Hospital College of Medical Arts Foundation Inc.** | **Iligan City** |
| *-Bachelor of Science in Nursing* |  |
| **Agusan National High School - Science and Technology Oriented High School** | **Butuan City** |
| *-Graduated with honors* |  |

**Technical and Personal skills**

****

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

**Software Skills:** Knowledgeable in Microsoft Applications (Word, Excel, Powerpoint), WPS Office Software(Kingsoft Writer, Spreadsheet), Google Chrome, Internet Explorer, Mozilla Firefox, CAT Tool: SmartCAT, Smartling, SDL Trados Studio, XTM, OmegaT, Memsource, MemoQ, MateCAT, Transcription Tool: Express Scribe, FTW Transcriber, Transcribe

**References**

****

Available on request.