**JOHN JAKE BELMONTE**

*156 Purok 3, Brgy. Tuy, Rizal, Laguna, Philippines, 4003 | +63933-386-7338*

*johnjakebelmonte@gmail.com*

**PERSONAL STATEMENT**

A goal-oriented and highly-motivated person who have an eye for detail. With over seven years of work experience, who is equipped with handling difficulties and providing effective solutions to efficiently finish the jobs being assigned. A multi-tasker who understands priorities and can work with minimum supervision. Being prompt is one of my principles. As part of my daily activities, I find that it is essential to proofread every accomplished task, to be resourceful, to have a wide vocabulary, continuing education, and to listen well.

**ACADEMIC QUALIFICATIONS**

**B. S. in Commerce Major in Management Accounting**

2002 – 2006

LAGUNA COLLEGE

**Instructional Manager**

March 2013

ALTERNATIVE LEARNING SYSTEM

* Attention to details
* Can work without supervision
* Ability to cope and work under pressure
* Able to work as part of a team
* Having a patient outlook
* Ability to multitask and manage conflicting demands
* Ability to prioritize tasks
* Good oral and written communication skills
* Bookkeeping and Payroll
* Office Management
* Records Management
* Report and Document Preparation
* Spreadsheet and Database Creation
* Email Creation and Support
* Letter and Proposal Writing
* Web Research and Lead Generation
* Design and Layout of Pictures and Images
* Translation and Transcription of Files

**KEY SKILLS**

**CAREER HISTORY**

**VIRTUAL MARKETING ASSISTANT** *03/2016 - Present*

**Abuv Media**

*Nevada, USA*

• Analyzing of relevant websites

• Searching for contact details for each given website

• Encoding of relevant contact details in a spreadsheet

**FILIPINO CHRISTIAN TRANSLATOR (Per Batch)** *05/08/2017 - 12/11/2017*

**Translation Tower**

*Pampanga, Philippines*

• Translation of 145,000 words of Christian books

• Studying and analyzing of each context in order to develop the most appropriate translation

• Searching for the most appropriate Filipino version of the Bible that will correctly translate the verses on it

**EDUCATIONAL PROJECT TRANSLATOR**  *06/2016 - 11/2016*

**PForex LLC**

*Georgia, USA*

• Translation of 204 pages (64,000 words) of educational materials about financial and Forex markets

from English to Filipino

• Studying and analyzing of financial terminologies

• Studying and analyzing of each context in order to develop the most appropriate translation

**ADMINISTRATIVE HEAD**  *01/2014 - 12/2014*

**Reach Out and Feed Feed Philippines Inc.**

*Taytay, Rizal , Philippines*

• Processing all paper works submitted to government agencies

• Maintaining and updating files

• Supervising and performing admin/ clerical functions

**ADMINISTRATIVE OFFICER** *05/ 2013 - 10. 2014*

**Dove International Philippines**

*Taytay, Rizal, Philippines*

• Regular coordination with the international head

• Sending emails and updating social media accounts

• Administering clerical functions on the Training School

**CHRISTIAN TEXTBOOK TRANSLATOR** *08/ 2014 – 09/2014*

**Dove International Philippines**

*Taytay, Rizal, Philippines*

• Translation of several Christian textbooks by Larry Kreider from English to Filipino

• Studying and analyzing of its contexts

• Creating of layout for each textbooks

**ADMINISTRATIVE OFFICER** *04/ 2010 - 12. 2013*

**HOUSExperts Builders and Enterprises**

*Taytay, Rizal , Philippines*

• Preparation and sending of proposals to clients

• Updating and maintaining files

**PAYROLL MASTER / ADMIN STAFF** *02/ 2008 - 03. 2010*

**Fax Cable Inc.**

*Mandaluyong City, Philippines*

• Encoding of daily sales and updating files

• Entertaining client’s inquiries

• Preparation of payroll for the whole company