**Ma. Cecilia Tejano**

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**Professional Summary**

I am a passionate multilingual teacher in both speaking and writing. I have been a teacher for 9 years in both English and Tagalog languages. Linguaphile from early childhood that is why I love being in the education industry.

Aside from teaching, I also worked as a Junior Merchandiser in an export garments company in my country. The job position is dreadfully time management because of much work to be done in a day nevertheless, it was a prime responsibility.

Currently, I worked at Appen as an Internet Analyst and in UHRS (Universal Human Relevance System) as Micro Tasker. Though the work is part-time and projects are limited with regards to location, yet it is fulfilling.

I am also a freelancer, a committed English to Tagalog translator/linguist with little experience but passionate in my career. I joined eTranslation Services, Eccelente Services, Stepes, Language Bridge, Verbolabs, and respective translation agencies like ProZ, Translators Café, and Translation Directory.

As a novice in this field, l consider myself a student because I got to learn new things every time doing translation, editing, and proofreading from projects about Education, News, Data Collection, Agriculture, Business, Health and Lifestyle. I am so pleased to be part of this language community.

**Skills**

* Native in English (Philippine English): speaking, writing, reading, and in all terms of communication and subject matter.
* Native in Tagalog/Filipino and Cebuano (Visayan dialect): speaking, writing, reading, terminology, and in all aspects.
* Experienced in numerous Office Applications like MS Access, MS Publisher, MS Word, MS Excel, and MS PowerPoint.
* Advanced in Keyboarding.
* Expert on the Internet.
* Basic computer troubleshooting
* Knowledgeable in Adobe Photoshop, CAT tools like XTM, Smartcat and Matecat, Stepes web based CAT tool, Verbolabs web based CAT tool, and Dash editor (closed captioning).

**Work Experience**

**Freelance Language Translator/Proofreader/Editor**

**2020**

* Translate written document in English to Tagalog to a given or allowed computer-assistant translation tool (SmartCat, MateCat, Stepes CAT tool web based, Verbolabs web based tool, and XTM)
* Proficient in submitting urgent projects like a source language of 1,236 words in 7 hours
* Submit converted documents in time coding with 100% accuracy and precision.
* Translations are done “carbon copy” 100% identical in format.
* Report directly to the project manager for updates and project finalization
* Be professional and committed to the responsibilities and to what has been agreed upon.
* Meet deadlines with very high quality output
* Prompt email response
* Worked in a fast-paced e-environment
* Keen to details as to meaning and grammar(sentence structure and correct usage)
* Quick learner
* Voice over Editing and Translating

**Part-Time Internet Analyst**

**2020-present**

* Analyze search results for applicability and quality.
* Improve the connection of technology to a company's news feed, newsfeed, ads, and or search results on Facebook.
* Collects information from a targeted group of people regarding their opinions, behavior, or knowledge about the topic.
* Does translation, transcription
* Help improve search and customer experience for the language judgment platform.
* Quality Assurance for clients’ telephone voice recognition system.
* Consulting on an as-needed basis, ranging from syntactic and morphological language analysis to short translation tasks.

**Part-Time Micro tasker**

**2020-present**

* Classify images, semantic segmentation, object detection.
* Identifying query-results, relevance events, entity classification.
* Video relevance for a search query, video tracking, object detection.
* Validating audio to text, conversation, and relevance.
* Identify the sentiment of a tweet and document classification.
* Ad-hock data collection tasks, information correction/moderation, and survey.

**Preschool Teacher**

**2014-2017**

* Teaches learners ages 3-5 in Language and Reading.
* Evaluate how far, what they have learned, and if they have difficulty with the subject matter.
* Assist and motivate them with the lesson.
* Give other school activities to enhance their skills.
* Follow-ups are a must.

**Elementary Teacher**

**2004-2008**

* Teaches learners ages 6-10 in English, Filipino, and Computer
* Give them motivational materials to be able to understand well the lesson.
* Assist them especially those who are having strain incomprehension, and or do not have an interest in learning because of cultural difficulties.
* Evaluate them through written quizzes or actual activities.
* Follow up with them always.

**Junior Merchandiser (temporary position)**

**April 2008-October 2008**

* Communicating promptly with the assigned account (company and its representative) and be responsible and courteous.
* Meeting and assessing subcontractor
* Monitor the production and shipment of the assigned account.
* Inventory of materials used in the production of garments like textiles and threads.
* Quality control/assurance making sure the garments are in good quality before shipping.
* Reporting directly to the Merchandiser Manager and Vice President of finance.

**College Teacher**

**2008-2010**

* Teaches students ages 17-adult in Office Applications like MS Word, MS Excel, and Keyboarding.
* Educate them through detailed hand-outs.
* Encourage the students to participate in class reporting and eventually let them do alone.
* Evaluate them through actual presentations.
* Prepare them for the TESDA (Technical Education and Skills Development Authority) Assessment with a thorough review of the subject matter.

**Education**  
**Cavite Southern Emerald Academy**,

Bacoor, Cavite Philippines —**Early Childhood Education**

March 2013 - June 2014

**Southern Leyte State University**,

Soogod, Southern Leyte Philippines—

**Bachelor of Science in Information Technology**

June 1999 - March 2002

**Regis Marie College**,

Parañaque City, Philippines —

**Associate in Computer Science**

June 1994 - November 1996