



MARJORIE LINCOPINES

CONTACT

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📍 Phase 2, Southville 5A
Langkiwa Biñan, Laguna

EDUCATION

BACHELOR OF SCIENCE IN PSYCHOLOGY

La Consolacion College Biñan
2018-2022

AWARDS

Iskolar ng Biñan (full academic scholar)
2018-2022

Dean's Lister Bronze Medalist
2018-2019

Academic Excellence Awardee
2021-2022

SKILLS

- English & Filipino Bilingual
- Report and Data collection
- Microsoft Office
- GSuite Tool
- Active Listening

RESUME OBJECTIVE

As an employee, I would like to leverage my dynamic approach in providing my responsibilities. With my great administrative and coordination skills, I would work to perform organizational tasks and duties.

WORK EXPERIENCE

FREELANCE POSITIONS

Management Trainee
eam Languages (India based)

August- October 2022

- Update and follow-up company participants from the Philippines regarding tasks they are in.
- Assist with documentation of file for newly joined participants.
- Provide other duties as assigned by the Director.
- Serves as Payment Coordinator for Filipino participants.

Transcriptionist
QuadSourcing Inc.

January 2022

- TikTok & YouTube Subtitlist & Annotator
- Transcriptionist for Philippine accountsof TikTok & Youtube

Transcriptionist
Linguo Go Information Technologies and Services

November -December 2021

- TikTok & YouTube Subtitlist & Annotator
- Transcriptionist for British accountsof TikTok & Youtube

Psychology Internship Program (Industrial Setting)

A-max Psychological Services

November 2021- January 2022

- Knowledge in the science of behavior in the workplace.
- Basic knowledge of organizational development, attitudes, career development, human performance and factors, consumer behavior, job and task analysis and individual assessment.
- Identify training and development needs and market strategies.
- Design and optimize job and work and quality of work life.
- Formulate training programs and evaluate their effectiveness.

REFERENCE

Ms. Charlene Buenviaje

La Consolacion College Biñan | Guidance Associate

Phone: 09177540043