



ROSA JEALYN MANALO

PROFESSIONAL TAGALOG
TRANSLATOR

To provide quality translation services to my clients through my proficient knowledge of English and Filipino and the ins and outs of translation.

• CONTACT



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52 Quipot, Aguila, San Jose,
Batangas

• CERTIFICATES AND TRAININGS

Licensed Professional Teacher
TESDA English Language Training
Certificate

• LANGUAGE EXPERTISE

Filipino ★★★★★
English ★★★★★

• EDUCATION

UNIVERSITY OF BATANGAS
MASTER IN EDUCATION MAJOR IN ENGLISH

2019-PRESENT

BATANGAS STATE UNIVERSITY
BACHELOR OF SECONDARY EDUCATION
MAJOR IN ENGLISH

CUM LAUDE
2013-2017

• PROFILE

A startup professional Tagalog translator who specializes on the following:

- Backward and Forward Translation of text from Tagalog to English and vice versa
- Proofreading of articles on a variety of topics
- Editing of text based on the local context
- Creating subtitles for movies, documentaries, etc..
- Simultaneous and consecutive interpretations.

• APPS AND WEBSITE USED

TRANSLATION TOOLS:



CafeTran, Memoq, SL Trados, WordFast, Crowdin, etc.

PROOFREADING TOOL:



Grammarly

EDITING TOOL:



HemmingwayApp

GSUITE: Google Sheets,



Google Docs, Google Slides

MICROSOFT OFFICE:



Word, Excel, PowerPoint

COMMUNICATION:



Messenger, Zoom, Skype WhatsApp

ONLINE SHARING:



Drop Box, Google Drive

• WORK EXPERIENCES

TRANSLATOR

Translators at Work (July 2022- Present)

- Translates text from English to Filipino and vice versa
- Edits the translation to fit in the context
- Translates in a variety of topics such as Technology, Literature, Legal, etc.

COLLEGE ENGLISH LECTURER

Batangas State University (2020-2022)

- Conducts lectures about business communication and literature
- Researches on the topics to be discussed
- Proofreads and edits the works of the students

ESL TEACHER

Native Camp and Palfish (2018-2020)

- Teaches English to Japanese and Chinese learners
- Evaluate the students' needs and level of understanding

HIGH SCHOOL ENGLISH TEACHER

Stonyhurst Southville International School (2018-2020)

- Teaches English Language Arts to junior and senior high school students
- Assess the students' performance and provides necessary feedback

NATIONAL LECTURER

Dr. Carl E. Balita Review Center (2018)

- Facilitates review sessions to future LET takers