



Francisco Jr. Juan

Bookkeeper | Virtual Assistant | Translator
(English | Tagalog(Filipino) | Spanish)

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PROFILE

I am a Bookkeeper by profession, and I am also an outstanding Virtual Assistant and Data Entry Support. I have more than 8 years of work experience in a Financial Services Institution that provides credit line and financial assistance to SMEs. I also possess a variety of skills and knowledge in "product improvisation and description, marketing content strategy, and ability to create a data quality solution". I always perform and adheres transparency, compliance, and truthfulness.

But I am also an excellent English to Tagalog, and Tagalog to English Translator/Proofreader. I have more than 6 years of experience translating documents and conversations in proz.com and translated.net. My Native Tongue is Tagalog(Filipino) but I have an extensive knowledge of Spanish and English communication, literature, idioms, expressions, written, verbal and understanding. My expertise in translating and proofreading documents mainly in Business, Financial, Literature, Websites, Software Localization, Product User Manual, and Healthcare, Legal Contracts, Medical Devices, Conversations, etc.

Just be simple and short, so it can be detailed and efficient. I want instructions to be clear and as sharp as possible.

SKILLS

- BOOKKEEPER**
- Quickbooks Online/ Wave /Xero Accounting Software
 - Updating Transactions (AR/AP)
 - Financial Statement/P&L Data Entry
 - Bank Statements Reconciliation
 - Loan Analysis and Credit Recommendation Report

- TRANSLATOR /
REVIWER**
- English to Filipino(Tagalog) Document Translation
 - PDF Desktop Publishing Translation
 - MT Post Editing Translation
 - Voice-Over & Subtitling
 - SDL Trados Studio / Memsource / SmartCat / WordFast

- VIRTUAL ASSISTANT**
- Company Profiling & Contacts Information Research
 - Setting Up Appointments - Lead Generation - Data Collection
 - Real Estate/Property Listing & Management
 - Product Listing/Sourcing - SEO-Friendly Product Titles & Keywords
 - Photo/Image - Editing (Photoshop CS/Canva)

EXPERIENCE

TRANSLATOR/ REVIWER

Leap London - London UK

Freelance (March 2019 - Present)

- Document Translation (Product Content / User Manual)
- SDL Trados / MS Word / MS Excel / Google Spreadsheet

Prostranslating, Inc. - Florida USA

Freelance (November 2017 - Present)

- Document Translation (Marketing Campaign / Promotions)
- Aspire Web Translation App

Beyond Translation Pty Ltd - Melbourne Australia

Freelance (May 2017 - Present)

- Healthcare / Medical Devices Document Translation
- Marketing Campaign Brochure PDF Desktop Translation

Bridgeway Translations - California USA

Freelance (September 2016 - Present)

- Online Games & Website Translation
- Sales Campaign Document Translation

VIRTUAL ASSISTANT

All Vacation Dreams - Florida USA

Administrative Assistant (April 2019 - October 2019)

- Property Listing For Rent (Booking.com/Homeaway/Airbnb)
- Data Entry & Property Management (Descriptions/Photos/Pricing)

Hanoch Enterprises - New York USA

Freelance VA (June 2018 - June 2019)

- Amazon Product Listing (Sourcing Suppliers /Order Processing)
- Product Research / Titles / Descriptions / Pricing / Data Cleaning

BOOKKEEPER

Preston Caldwell - Pennsylvania USA

Bookkeeping/Data Entry (June 2016 - October 2016)

- Data Entry Accounts Transaction (Expense, Income, Purchases)
- Quarterly and Yearly Report (Cash Flow, Bank Reconciliation)

SKBMPC - Bulacan Philippines

Bookkeeping/Data Entry (March 2009 - March 2015)

- Data Entry Accounts Transaction (Quickbooks/Wave/Xero)
- Record - GL /Cash Flow /Bank Reconciliation

EDUCATION

PCEDO

**Bookkeeping Study Course for Non Accountants
(1999-2000)**

AMA COMPUTER CENTER

**Associate Degree (1997 - 1999)
Computer System & Design Programming**

BALIUAG COLLEGES

Secondary / High School Graduate (1992-1996)

CERTIFICATION

Ratatype Gold Award (January 2016)

Typing Speed 55-60 words per minute and 98% Accuracy

<https://drive.google.com/open?id=0B1cjUKFMYSwyRWtodogDV2JsUko>

PCEDO (July 2014)

Financial Management

<https://drive.google.com/open?id=0B1cjUKFMYSwyNG1rcnLOc3VLamhEb2NnOSotbEhiczlrWmgR>

Cooperative Development Authority (April 2014)

Basic Accounting Principle

<https://drive.google.com/open?id=0B1cjUKFMYSwydXA2R1Q4WXh1bHF1SEJrNVJUyTNUMTBmNolR>

BUFECO (July 2012)

Credit Risk Management Course

LANGUAGES

Tagalog (Filipino) | English | Spanish | Pampanga | Cebuano | Ilocano

SOCIAL



<https://www.facebook.com/francisco.juan.3363>



<https://ph.linkedin.com/in/francisco-jr-juan>



<https://twitter.com/superultraelec1>



<https://www.proz.com/profile/2177149>