

Cecille Angela T. Sarita
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Date of Birth: December 23, 1990

Education: **Masters in Urban Engineering**, Major in Urban Development and Management
(August 2019)
Hanyang University Graduate School of Urban Studies

Juris Doctor (2015)
University of the Philippines College of Law

Bachelor of Arts, Major in European Studies (2011)
Ateneo de Manila University

Work experience **Linguist** (August 2020 – present)
Allang Inc, EN-FIL/TAG Language pair
Main fields: Legal, official/government documents, corporate documents/policies,
medical, marketing, UX/UI
Major Clients: Facebook, Whatsapp, Instagram

Linguist (April 2018 – present)
1-Stop Asia, EN-FIL/TAG Language pair
Main fields: Legal, official/government documents, corporate documents/policies,
medical, marketing, UX/UI
Major Clients: Google, US government agencies, insurance companies

Intern (January 2018)
Samho Engineering and Development (삼호기술공사)

Associate Attorney (June 2016 to July 2017)
Ortega, Bacorro, Odulio, Calma and Carbonell Law Office
Roles and Responsibilities:

- Contract drafting and review (sales, lease, licensing, service contracts, and others)
- Drafting corporate documents (board resolutions, articles of incorporation and by-laws, regulatory compliance documents, and others)
- Preparation of litigation documents (pleadings, motions, witness statements, and others)
- Drafting legal memoranda and acting as individual and corporate counsel in negotiations
- All other related legal work, such as consulting with government agencies, conducting due diligence, consulting with accountants and appraisers for financial matters, etc.)

Intern, Office of the Solicitor General (February 2015 to May 2015)
Office of the Solicitor General
Roles and Responsibilities:

- *Doing legal research and drafting litigation documents under the supervision of*

lawyer in the Solicitor General's Office

Intern, Office of Legal Aid (August 2014 to January 2015)

University of the Philippines College of Law Office of Legal Aid

- *Handling pro-bono legal cases by drafting pleadings, attending Court hearings, and providing legal advice under the guidance of a supervising lawyer*

Intern (April-May 2013), *Sentro ng Alternatibong Lingap Panligal (SALIGAN)*

Co-curricular
activities:

Publicity Head (2014-2015), *UP Law Bar Operations Commission*

Publicity Head (2014-2015), *UP Law Charivari*

Supreme Court Public Information Office

Online monitoring researcher (Jan-September 2013)

UP Women in Law

Deputy Publicity Head (2014-2015)

Publicity VP (2013-2014)

Ateneo Blue Repertory

Company Manager (2010-2011)

Production Manager (November 2009 – March 2010)

AVP for Corporate Relations (2009-2010)

Deputy Marketing Head (2008-2009)

Facilitator, *Blue Christmas 2007*

Language skills:

English – Native speaker (TOEIC Speaking Level 8, TOEIC 895)

Filipino – Native speaker

Korean – TOPIK Level 4

Others:

Proficient in MS Office programs

Can do basic design and layout (Adobe Photoshop and InDesign)

Interested in theater and movies