

George Nabatilan

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Personal Details

Citizenship: Filipino

Work Experience

Community Manager

Jonckers (WordsOnline)

April 2022 to Present

- Daily QA reports
- Live checks
- Monthly (or ad hoc depending on the volumes) quality review based on the KPI report
- Warn, block, remove and add linguists to a task or project as per RM
- Answer linguistic queries
- New customer onboarding
- Linguists training
- Calls with linguists on specific issues
- Linguistic Instructions & material improvement
- Terminology management
- Reporting

Translator of English-Tagalog language/Transcriber

ONLINE FREELANCER - General Mariano Alvarez

June 2016 to Present

- Bilingual - Professional translator of the English-Tagalog language(vice versa) /Transcriber(video/audio) in general.
- Passions for more than two decades.
- Giving a high-quality service.
- Deliver projects on time.
- Enthusiastic and client-driven.

Associate Consultant

Sutherland Global

September 2019 to July 2020

- Served clients by taking calls, chats, and emails to resolve their queries.
- Goal-oriented.
- Great customer satisfaction to embrace and have value to the company.
- Make the customer gain a high-quality service.
- Promote product/s or new bundled service(upsell) if possible.

General Administrator

Active Management - Dubai

October 2016 to April 2019

- Imposed highly organized company files.
- Conducting employee orientation and imparting the core values of the company.
- Maintained and preserved office records.
- Managing office supplies budgets
- Training for career growth and encouraging the employees to be more productive.
- Encourage and push the team to be more aggressive.
- Imposed of the recognition and awards to value employee's efforts and make them feel the company's love and care.

Sales Executive

Active Management - Dubai

March 2016 to September 2016

- Make an appointment to explain and sell the products.
- Goal-oriented.
- Propose marketing strategies to be more productive.

Education

Bachelor's

New Era University - Quezon City

June 1999 to April 2005

Skills

- Microsoft Office
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Teaching
- Customer Service
- Proofreading
- Data Entry
- Data Encoding
- Management
- Office Administration
- Sales
- Chat support
- Leadership
- Tutoring
- English

- Organisational skills