



Jonavie Nobles

Data analyst/ Translator/ Editing/ Freelancer

ADDRESS

Legaspi
Philippines

PHONE

09286970878

EMAIL

jonavienobles@gmail.com

01 BACKGROUND

Former owner of an entrepreneurial business with 7 years experience possessing a strong emphasis in retail and wholesale marketing, store & territory management, sales, client-vendor relations, business start-up and development, and ability to quickly implement specific and timely service programs to maximize sales.

But now I want to stepped out on my comfort zone. I want to pursue a career that helps me to expand my skills, discover what else I can do, and allows me to utilize my creative, customer service, and technical skills. A career that helps me to obtain new skills which allow me to grow and advance in my career. So I entered the world of translation/interpreting/editing.

02 SKILLS

Ability to Work Under Pressure

● ● ● ● ●

Ability to Multitask

● ● ● ● ●

Leadership Skills

● ● ● ● ●

Effective Time Management

● ● ● ● ●

Ability to Work in a Team

● ● ● ● ●

Customer Service

● ● ● ● ●

Fast Learner

● ● ● ● ●

Adaptability

● ● ● ● ●

Project Management Skills

● ● ● ● ●

Good Communication

● ● ● ● ●

Strong Communication Skills

● ● ● ● ●

Translating

● ● ● ● ●

A good financial advisor

● ● ● ● ●

Calm under pressure

● ● ● ● ●

03 EMPLOYMENT HISTORY

Jan 2021 — Present

Albay

Assistant Unit Manager at Pru Life UK

Once became 5 months contractual as a machine operator in a company engaged in an automotive wiring harnesses. And because of being a persistent and a hard working employee, i've been extended up to 2 years.

And now I am building my own team as an Assistant Unit Manager as financial advisor. Helping fellows to prevent financially burdened. Teaching them how to save and use money wisely when uncertainties and unexpected events happens.

Mar 2023 — Present

Legazpi

ANNOTATOR/TRANSCRIBER at APPEN

We are annotating to classify the image. I have also experienced speech transcription, validating audio or conversation into text, as well as data collection tasks.

Sep 2023 — Present

Legazpi

TRANSLATOR (Revision/Proofread) at TWB

I am a volunteer translator for Translators Without Borders (TWB) using Phrase TMS, to further enhance my language skills. I also do revising and proofreading.

04 EDUCATION

Tarlac City

Tarlac State University

BSBA/accountancy

After taking 1 semester in BSBA in Tarlac State University, I switch course into BEED until I graduated. And now a licensed teacher after passing the LET exam on 2010. And even I'm still in schooling days, I am the one who taught my younger siblings on how to read English language as well as other relative of ours. And this experience helped my speaking and teaching ability.

Jun 2003 — Apr 2007

Rapu-Rapu Community College

BEED major in English

05 COURSES

Jun 2003 — Apr 2007

Bachelor of Elementary Education, Major in English at Rapu-Rapu Community College

Sep 2023 — Oct 2023

TRANSLATION COURSES TRAINING at TRANSLATORS WITHOUT BORDER

06 LANGUAGES

English



Bicol



Tagalog



Kapampangan



07 HOBBIES

Reading

Planting

Workout

08 REFERENCES

Jessa Ann Malquisto

Online F

jessaanncm@gmail.com

+639773507016

09 AWARDS/ACHIEVEMENTS

Jun 2022 — Present

Legaspi

Assistant Unit Manager

Awards as an Assistant Unit Manager

- National Achiever's Club
- Pru Service Mark Awardee
- Life Club Ambassador
- 100% Persistency

Awards in School

- Leadership Award
- Most Active in Academic
- Most Diligent
- Winner in District Declamation
- Recognized and awarded an Outstanding Performance in Spelling during Cluster/Division Contest

10 EXPERIENCES

Personal Experiences

When I was still studying, I was a member of our school magazine. I experienced checking, editing and proofreading the article posted by other members. And also I experienced translating a text. For instance, when I was in college, as an education student majoring in English, I had to undergo practice teaching so I could graduate. So I taught preschoolers as part of my practicum. In my teaching when the subject is English, most of the students can't understand it because we are living in a country where Tagalog/Filipino is the national language, the Philippines, and the English language is not so focused. So what will I do for them to understand, I will translate the text in Tagalog.

And I can also speak Kapampangan, and Bicol (Albay/Naga). If ever you have a task with the connection of those language pairs you can count on me.