

CAMILLE JOY PATINO

09273129390 /camjoypat@gmail.com / Mexico, Pampanga

CAREER OBJECTIVE

I am looking to acquire skills, gather experiences, and obtain proficiency by pushing myself outside of my comfort zone in order to further expand my character and grow as an individual outstanding enough to be successful for my chosen career path in the future.

SKILLS

- English Proficiency
 - Interpersonal Skill
 - Team player
 - Fast learner
 - Hard-driven
 - Adaptability
 - Research
 - Editing
 - Proofreading
 - Multi-tasking
-

EXPERIENCE

LANGUAGE TUTOR (2015 - 2018)

OUR LADY OF ASSUMPTION COLLEGE

- PROVIDED STRAIGHTFORWARD LANGUAGE TEACHING TO AN INTERNATIONAL STUDENT.
- HELPED THE STUDENT TO UNDERSTAND THE MATERIAL PROVIDED, TO IMPROVE THEIR SKILLS IN THE LANGUAGE BEING TAUGHT AND OVERCOME ANY PROBLEMS THEY ENCOUNTER IN SKILL ACQUISITION.
- TAUGHT THE STUDENT TO BE NATIVE IN FILIPINO AND FLUENT IN ENGLISH.

CASHIER (2019 - 2020)

7/11 CONVENIENCE STORE

- PROVIDED A POSITIVE CUSTOMER EXPERIENCE WITH FAIR, FRIENDLY, AND COURTEOUS SERVICE.
- REGISTERED SALES ON A CASH REGISTER BY SCANNING ITEMS, ITEMIZING AND TOTALING CUSTOMERS' PURCHASES.
- RESOLVED CUSTOMER ISSUES AND ANSWERED QUESTIONS.

ASSISTANT INTERNSHIP FOR THE INFECTION DISEASE CONTROL DEPARTMENT (2019-2020)

WEST LAKE MEDICAL CENTER

- MATCHED PATIENT INFORMATION.
- ENTERED DATA INTO COMPUTERS.
- PERFORMED ROUTINE LAB EQUIPMENT MAINTENANCE.

FREELANCE PROOFREADER/EDITOR (2020 - 2021)

LINGUO GO

- MODIFIED WRITTEN LOCALIZED CHINESE WEB NOVEL CONTENT FROM TRANSLATORS.
- CREATED HIGHLY PUBLISHABLE CONTENT.
- ASSIGNED PROJECTS AND MONITORED DEADLINES.
- ADHERED TO JOURNALISM BEST PRACTICES.
- OVERSAW CONTENT PRODUCTION.
- EVALUATED WRITTEN TEXT FOR GRAMMATICAL AND TYPOGRAPHICAL ERROR.
- COMPARED TYPESET PROOFS AGAINST ORIGINAL COPY TO IDENTIFY ERRORS OR OMISSION.
- REPHRASED WRITTEN TEXT TO ENSURE DOCUMENT STRUCTURE AND CONTENT ARE CONSISTENT.
- ENSURED ILLUSTRATIONS ARE SUITABLY CAPTIONED AND REFERENCED.
- ENSURED THE PROJECT IS COMPLETED WITHIN SET TIME CONSTRAINTS.

INDEPENDENT CONTRACTOR SUBTITLER (2021-2022)

GNGN INC.

- WROTE ENGLISH CAPTIONS FOR TV SHOWS OR MOVIES FOR EDUCATIONAL PURPOSES OF JAPANESE STUDENTS.
- COMPLETED SUBTITLES IN A TIMELY MANNER AND REVIEWED DRAFTS FOR ANY SPELLING, GRAMMAR, OR FORMATTING ERRORS, AS WELL AS OTHER INCONSISTENCIES.
- FOLLOWED CLIENT SPECIFICATIONS AND NOTED ANY FORMATTING OR NOTATION REQUESTS PRIOR TO COMPLETING THE SUBTITLES.
- ADHERED TO ALL CONFIDENTIAL GUIDELINES AND RESPECTED SENSITIVE INFORMATION.

EDUCATION

AMA COMPUTER UNIVERSITY (2018-2020)

Kilometer 32, National Highway, Canlalay, Biñan, Laguna

OUR LADY OF ASSUMPTION COLLEGE (2015-2018)

Main Road Villa Olympia, San Pedro, 4023 Laguna