

RODILYN T. GALOS

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Education

University

Mindanao Kokusai Daigaku
Bachelor of Science in International Studies Major in Japanese Language and Studies

Lanang, Davao City
2007-2011

High School

Philippine Nikkei-Jin Kai International School

Lanang, Davao City
2003-2007

Experience

Freelance Translator

2023-Present

AFSPI

Palma Gil Street, Davao City

Translator and Assistant Team Leader - Sourcing and Translation Services Department 2015-Present

- Translation of various reports and documents.
- Performs quality checking, reviewing and verifying translations from English to target language for accuracy.
- Searching and acquiring reports of institutions in various websites and ensures it is in line with client requirements and policies.
- Investigate Client queries, dispute identified errors and works on tasks from Internal and External clients.
- Oversee daily production and assignment of tasks.
- Responsible for the team's performance and ensures that the quality and quantity targets set by client are reached.

TDC Inc.

Lanang, Davao City

BP Insurance Officer- Body and Paint Marketing Department 2014-2015

- Coordinates with insurance companies regarding claim requirements, status and approval.
- Responsible for creation of reports and monitoring.

OrangeGrove Hotel

Buhangin, Davao City

Admin Officer and Accounting Clerk 2011-2014

- Responsible for monitoring of sales report, handles corporate accounts, facilitates purchasing and product inventory.

Other Projects/Works

1. Translation of SEL competencies educational survey questionnaires (English to Cebuano) 410 words
2. Translation of Video game script (English to Tagalog) 500 words
3. Translation of Clinical Trials Form (English to Cebuano) 1,804 words
4. Translation of U.S. Health Coverage (English to Cebuano) 1,199 words
5. Proofreading of Clinical Trials Material (English to Cebuano) 323 words
6. Translation of U.S. legal document (English to Cebuano) 292 words
7. Translation of Social and Health Service (English to Cebuano) 140 words
8. Translation of Automotive Instruction (English to Tagalog) 188 words
9. Translation of Medical leaflet for medicine (English to Tagalog) 187 words
10. Translation of Legal document-Law (English to Tagalog) 166 words
11. Translation of General advertisement (English to Cebuano) 169 words
12. Translation and Transcreation of an Online Platform website (English to Cebuano) 1,500 words
13. Editing and Review of an Online Platform website (English to Tagalog) 2,000 words
14. Back Translation of Patient trainer's manual (Cebuano to English) 22,939 words

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Examinations Passed

Japanese Language Proficiency Test

January 29, 2010

- Level N4 (Old Level 3)

Skills & Interests

Language Proficiency: Cebuano (Native Speaker), Tagalog (Fluent), English (Advanced), Japanese (Intermediate)

Localization Skills: Translation, Editing, Review, Proofreading, MPTE, Transcreation

Technical Tools and Platforms:

- Microsoft Office (Outlook, Word, Excel and PowerPoint), Adobe Acrobat
- Email (Yahoo, Gmail, Outlook)
- Citrix Apps, ShareFile, SharePoint
- CAT tools: MemoQ, XTM
- Social Media Platforms: Canva, Instagram, Tiktok, Youtube, Facebook

Soft Skills: Attention to Detail, Research Skills, Time Management, Adaptability, Willingness to learn

Professional Attributes: Leadership and management, Integrity, Honesty, Dependability