

SHELLA S. SONIO

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OBJECTIVE To be able to work in a career oriented and challenging environment that promotes personal growth and uplifts professional developments.

EDUCATION

TERTIARY 2012-2016	ICCT COLLEGES Bachelor of Science in Information Technology V.V Soliven Avenue II, Cainta, Rizal
2010-2011	COLEGIO DE SAN PEDRO Associate in Computer Technology Phase IA, Pacita Complex I, San Pedro, Laguna
SECONDARY 2006-2009	MUNTINLUPA NATIONAL HIGH SCHOOL NBP Reservation Brgy. Poblacion, Muntinlupa City
PRIMARY 2000-2006	VICTORIA HOMES ELEMENTARY SCHOOL Victoria-Camella Homes Tunasan, Muntinlupa City

CO-CURRICULAR ACTIVITES

October 5, 2010	PASICLABAN The "C Programming" Competition First Place (JPCS-CDSP Chapter)
February 16, 2011	GRAPHICA Digital Image Competition
2010-2011	ENGLISH GUILD Elected as Writer's Guild Secretary
2011-2012	JUNIOR PHILIPPINE COMPUTER SOCIETY Elected as Public Relation Officer (P.R.O)

SEMINARS AND TRAININGS

- October 4,2010 **C-JUTSU (looping/iteration statement)**
College Bldg. 202, Colegio De San Pedro
- March 19, 2011 **STUDENT CONFERENCE 2011**
“Building the culture of Research”
- September 22, 2011 **COMPUTER TROUBLESHOOTING**
Computer Laboratory of Colegio De San Pedro

WORK EXPERIENCE

- Jan 2021-PRESENT **ePub Document Specialist**
AsiaType Incorporated
11th Floor Columbia Tower Greenhills, Mandaluyong City
- July 2022-Feb 2023 **QC Coordinator/English - Tagalog Translator**
TUJJU - Localization
Jakarta, Indonesia (Remote)
- Nov 2022-March 2023 **Image Annotator/Moderator**
Appen Limited (Remote)
- Transcriber**
Appen Limited (Remote)
- Feb 2018-2022 **Freelancer (PART-TIME)**
- **Tagalog Translator (book novels/movies and series)**
- **Podcasting**
- **Data Entry**
- **Movie Subtitling**
Upwork (American Freelancing Platform)
- Apr 2016-Dec 2020 **EPUB Editor/Quality Assurance**
TrueBPO Inc.
38th Flr One San Miguel Ave Bldg, Ortigas, Pasig City
- Jun 2015-Feb 2016 **Data Research Specialist**
PW Solutions Inc.
Greenbelt Mansions, Legazpi Village, Makati City
- Oct 2012-Jan 2013 **Image/Data Encoder**
Imagenet Philippines Inc.
122 Valero Street, Makati City

Oct 2015-Dec 2015

WORLD WINGS TRAVEL AND TOURS
OJT/Internship

PERSONAL BACKGROUND

Born on February 21, 1994 in Pasig City. Knowledgeable in computer applications and softwares such as Microsoft Office and Adobe. Adaptable, goal and quality oriented.

SKILLS:

- Adobe Photoshop/Adobe Dreamweaver/Adobe Indesign
- Microsoft Word/Microsoft Excel
- Typing/Copywriting
- Editing and Proofreading
- Knowledgeable in Kindle Direct Publishing (Amazon)
- HTML/CSS/XML languages
- eBook Conversion – ePub2.0 / ePub 3.0
(Kindle Fire/HD/Beta, iBooks)
- Data Entry
- Tagalog Translations for Book Novels, Movies and Series
- Movie Subtitling (Subtitle Edit)