

FLORES, EMYFER MAE V.

“Content Specialist”

Sampaloc, Manila, Philippines

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🌐 <http://emyfermae.weebly.com>

TECHNICAL SKILLS:

- Microsoft Office
- Google Docs
- Basic HTML, Wordpress, Weebly
- Social Media Management
- Adobe InDesign, Photoshop
- Sony Vegas, Audacity

LANGUAGES:

English – Native-level

Filipino – Native

Korean – Basic

EDUCATION:

Tertiary Education:

University of Santo Tomas
Faculty of Arts and Letters

BA Journalism
2014

CHARACTER REFERENCE:

Available upon request.

PROFESSIONAL SUMMARY:

- 5 years of content editing and writing, not limited to news articles.
- 2 years of experience as a Virtual Assistant.
- 1 year experience of teaching English to ESL learners in Korea.

PROFESSIONAL EXPERIENCE:

S&P Global Philippines

June 2019 – November 2019

Data Researcher, Editor

- Proofread and edit transcripts against the audio of the event
- Perform Internet research to confirm all terminology, products, and names
- Maintain a low-error rate, contributing to very high-quality transcripts
- Assists in maintaining terminology databases
- Work cooperatively with other editors and with other roles within the transcript.

Virtual Assistant

January 2014 – May 2019

Content Specialist

- Makes sure that the text of any product that involves writing is free of any errors, whilst ensuring that texts are engaging and accessible to the readers
- Corrects grammatical and spelling errors
- Fixing any problems with style and tone
- Do fact-checks, makes sure that everything in the text is accurate and true
- Gather data from different websites
- Search and collect contact details of companies
- Basic photo editing

Identifize Consultancy

February 2018 – June 2018

Publishing Assistant

- Makes sure that the format of content is in compliance with Amazon CreateSpace standards.
- Proofread transcripts
- Upload completed books on different platforms like Amazon Createspace, Kindle, etc.

Foo Media

October 2017 – January 2018

Editor

- Writing, editing and proofreading text
- Liaise with other professionals such as printers, photographers and artists
- Researching and developing contacts
- General administration.

University of Gyeongnam Geochang

September 2016 – June 2017

English Tutor

- Teaching English grammar, writing, reading, speaking, and listening skills
- Make learning materials for English Language Learners

Camp Captain – 2017 One and Only English Winter Camp

January 2017

- Supervise and actively participate with groups of campers in a variety of indoor and outdoor activities.
- Lead age-appropriate games, projects, stories and activities. Engage campers.
- Assist instructors with teaching and educational sessions.
- Miscellaneous tasks as requested by Summer Camp Program Assistant / Associate Director

Amdon Consultancy

August 2015 – August 2016

Educational Contents Executive

- Responsible for high quality standards of content output of the company
- Verify that the contents are accurate word for word
- Coordinate project across department
- Oversee freelancers (editors, designers, copywriters)
- Work cooperatively with key team members, clients
- Liaise with clients and manage authors

TRAININGS AND CERTIFICATIONS:

<i>Design Thinking: Implementing the Process</i>	October 22, 2019
<i>Design Thinking: Understanding the Process</i>	October 22, 2019
<i>Leading without Formal Authority</i>	October 15-16, 2019
<i>A Rapid journey to the Cloud</i>	September 4, 2019
<i>Cloud Essentials</i>	August 23, 2019
<i>Business Development Life Cycle Level 1</i>	August 22, 2019
<i>Adoption and Performance 101</i>	August 22, 2019
<i>S&P Global Reporting Platform</i>	August 20, 2019
<i>Introduction to Data Science</i>	August 20, 2019
<i>Introduction to Business Development Life Cycle</i>	August 20, 2019
<i>Introduction to Artificial Intelligence</i>	August 20, 2019
<i>Workstation Safety Plus</i>	July 16, 2019
<i>Introduction to Lean</i>	June 25, 2019
<i>Introduction to DevOps</i>	June 24, 2019
<i>Guidance for Market Intelligence Employees When Interacting with Ratings Employees</i>	June 21, 2019
<i>GDPR Fundamentals</i>	June 21, 2019
<i>GDPR in Action</i>	June 21, 2019
<i>Empowering Our People - Promoting a Culture of Fairness and Respect</i>	June 21, 2019
<i>Social Media Risks and Benefits</i>	June 19, 2019
<i>Financial Vocabulary & Transcription Jargons</i>	June 10, 2019
<i>Anatomy of Earnings Calls</i>	June 10, 2019
<i>Agile Mindset - Think, Breathe, Be Agile</i>	June 10, 2019
<i>National Institute of International Education (NIIE)</i>	Validity: 2017.07.16 ~ 2019.08.17
Test of Proficiency in Korean I (TOPIK I)	
Level 2 – 162/200	
Validity: 2017.07.16 ~ 2019.08.17	