

# Nicole



## EXPERIENCE

### ██████████ — *Editorial Assistant*

July 2024 - Present

- Tasked to proofread K-10 English textbooks, from the raw draft to the final layout.
- Fact checking of information presented within the lessons as per the ██████████ curriculum.
- Gathers and researches photos to be used in the textbooks.

### ██████████ Jeju, South Korea — *Student Manager*

July 2022 - August 2022

- Handled students online who are based in Jeju, Korea by managing the tasks assigned to them by their offline teachers. Observed, guided, and provided comprehensive essays to students who are taking Jr Advance English, based on the books/novels that are given per chapter in a timeline manner.
- Scheduling lessons for the student to finish the workbooks assigned to them on time for their offline sessions.
- Created summaries of assigned novels for the students to understand the story and chapters better. Proofreading the student's handouts and essays every session.
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### ██████████ — *Intern*

October 2022 - December 2022

- Tasked in customer support regarding book purchases and event inquiries through the company's social media platforms.
- Assigned in compiling contributors for their Santelmo magazine.

## EDUCATION

## SKILLS

- Academic and Creative **Writing**.
- Proficient in **Editing** and **Proofreading**.
- Keen to **detail**.
- Experience with **Translation** (FIL-ENG) and **Transcription**.
- Knowledgeable in **Research**.
- Intermediate knowledge of **Microsoft Office Applications**
- Proficient in the **English language**.
- **Good writing and communication** skills.
- Creative and versatile.
- Highly motivated.
- Fast learner.
- Skilled at building effective and productive working relationships.
- **Able to adapt** in fast-paced environments.

**[REDACTED]** — *Bachelor of Arts  
in Literature*  
2018 - 2024

**[REDACTED]** — *Senior High  
School*  
2016 – 2018

- Humanities and Social Sciences strand.

**[REDACTED]** — *Junior High  
School*  
2012 – 2016

**[REDACTED]** — *Elementary School*  
2006 - 2012

#### SEMINARS ATTENDED

- **ALPAS:** Breaking Free from Norm and Celebrating Gender Inclusivity
- **PLUMA:** Creative Writing Seminar on Drama
- **PLUMA:** Creative Writing Seminar on Humor and Satire
- **TAGUBTOB:** An Introductory lecture on Regional Literature
- **Haraya Manawari:** Creative Writing Workshop (poetry)