

## JOYLYN R. CABARLES

Ibaraki Ken Tsuchiura Shi Kandatsumachi 697-2

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### Summary of Qualifications and Skills

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- Proficient in English, Japanese and Filipino languages, both oral and written.
- Keen to details and highly critical thinker that provides excellent quality of work.
- Capable to work independently and under pressure, lead and motivate the team.

### Career Objective

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- To engage into a stimulating and challenging environment wherein I could utilize and develop my skills to contribute to the company's success and professional growth.

### Professional Experience

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#### Supervisor (Translator/ Interpreter)

Konoike Transport Co. Ltd.

August 6, 2018 – Present

Ibaraki Prefecture, Japan

#### Responsibilities:

- As the supervisor, helps and assists the technical interns from their arrival, from the Philippines, until their contract ends, both inside the warehouse (company) and outside the company.
- Bridges the language barrier between the leaders and the technical interns.

#### Technical Specialist – BPO Communicator/Team Leader

Alliance Software Incorporated

Nov 2017 – May 2018

Cebu Business Park, Cebu City

#### Responsibilities:

- As the team leader - supervise team's performances and progress.
- Trading commodities (metals) in behalf of the client – assures that no human error occur during each transaction.

- Directly communicate with the client when an errors occur – both human and/or system errors.
- Occasional translation – English to Japanese and vis-à-vis – as requested.

### **Technical Intern**

Konoike Transport Co., LTD

Apr 2016 - Apr 2017

Ibaraki Prefecture, Japan

#### **Responsibilities:**

- Prepare, inspect and guarantee that the company products are in good, both, in quality and quantity prior to distribution.

### **iDirect Sales and Help Desk**

Icomm International Inc.

Jul 2013 - Nov 2015

Cebu I.T. Park, Cebu City

#### **Responsibilities:**

- Ensure and confirm that the quality of the product/s meets up with the clients' approval and standards.
- Translate auction sheets from Japanese to English, to be provided to the clients as requested.
- Translate emails and phone conversations *fro and to* the company's Japanese counterparts.

### **English Online Tutor**

Bibo Global Opportunity.

Feb 2013 - Aug 2014

Landco Bldg., Davao City

#### **Responsibilities:**

- Assist and improve the English reading, speaking and writing skills of the Japanese students in various ages.

### **Personal Information**

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Age: 27 years old

Height: 158 cm

Date of Birth: 29 July 1993

Civil status: Single

## **Educational Background**

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**MINDANAO KOKUSAI DAIGAKU**

Jun 2009 – Mar 2013

*Bachelor of Science in International Studies,*

*Major in Japanese Language and Studies*

PNJK Compound, Mamay Road,

Lanang, Davao City

## **Certifications**

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- **Japanese Language Proficiency Test (JLPT) N3**  
*December 2017*
- **General Training Course on Warehouse Distribution**  
Certificate of Completion  
*2016 Apr – 2017 Apr*
- **Employee of the Year 2014**  
*ICOMM INTERNATIONAL INC*  
*December 2014*
- **Japanese Language Proficiency Test (JLPT) N5**  
*December 2011*

## **References**

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**NOEL LUPANEZA**

Department Manager

Icomm International Inc.

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**CHRIS LOURESIL CORTES**

Team Supervisor

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